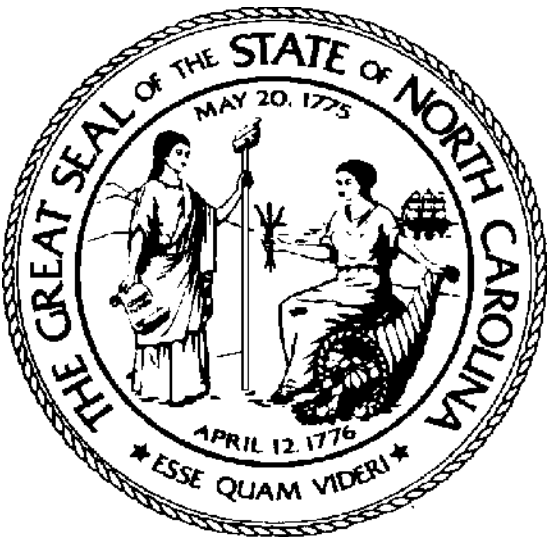


NC Accounting System

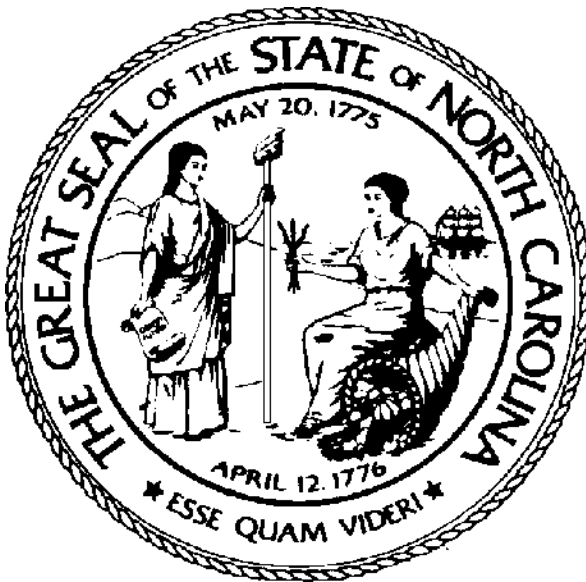
DSS Basics Training Course



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North Carolina Accounting System
DSS Basics

Training Course
9th Edition



February 27, 2015

This training was prepared by:
The Office of the State Controller

<http://www.osc.nc.gov>

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Course Overview

Overview

The North Carolina Accounting System (NCAS) provides several methods or tools for viewing information.

- Online inquiry is available in all the NCAS applications to research the details of specific transactions.
- Information Expert (IE) is the primary tool used to create mainframe reports.
- Systemware is an online distribution system for standard mainframe reports.
- The Decision Support System (DSS) is a web based client/server analytical and reporting tool. Using the DSS, users can readily access data extracted from the NCAS mainframe and prepare customized reports.

This course teaches the basic skills of how to view, analyze, and report information using the DSS tool.

Audience

- ❖ Program managers
- ❖ Chief fiscal officers
- ❖ Accounting staff
- ❖ Budget officers
- ❖ Other End-users

Length

- ❖ 1 day

Why use the DSS

The DSS offers users an easy way to:

- View summary categories or detailed account balances necessary for decision making.
- Create customized reports that are updated automatically from daily production.

Advantages over other methods of access to the NCAS:

- Users can quickly view various presentations of the data with minimal effort.
- Users can quickly change reports without programming.
- The DSS is available via the internet and Cognos PowerPlay, even if the mainframe is down.
- No mainframe time or printing charges.

Course Objectives

The DSS Basics course is designed to teach users how to use DSS tools and techniques. After training, participants should be able to:

- Understand the nature of the information in the DSS databases.
- Select an appropriate report for agency financial data.
- Access specific data by filtering and drilling down through summary information.
- Create a customized, automatically updatable report to meet agency requirements.
- Export specific data for a permanent record.

Below are the sections of this course.

NCAS and DSS Overview

NCAS data is extracted, packaged into databases called “multi-dimensional cubes”, and housed on a single server repository. The data in the DSS cubes is provided at a highly summarized level. Users can then filter and drill down for more specific information using “dimensions”, which are simply categories such as account, fiscal year, budget code, etc. The various types of cubes and standard reports provided are described.

Using Dimensions

Since the multi-dimensional cubes are created at a highly summarized level, using dimensions allows the users to filter the data so it will be meaningful and produce the desired results.

Accessing DSS Data

DSS reports may be accessed via the NCAS DSS web portal. There are two types of DSS reports – Static Reports and Multi-Dimensional Cubes (MDCs) Reports. Each type of report is accessed differently.

Static Reports

DSS reports created by OSC that cannot be filtered or customized by users are Static Reports. These reports are snapshots of financial data and must be **accessed from the NCAS DSS website**. Static Reports, which are in PDF or Excel format, are organized into folders for BD 725 Reports, Trial Balance Reports, CAFR 11a Reports, Master Table Definitions Reports, and NCAS History.

Multi-Dimensional Cubes (MDCs) Reports

DSS reports created by OSC that can be filtered or customized by users are MDC reports. These reports must be **accessed from Cognos PowerPlay Client** on the user’s computer. MDC reports are organized into folders for Financial Analysis, Management Analysis, EAGLE, and NCAS History.

DSS reports that are customized or created by users can be saved to a user’s hard drive or network drive or published to their agencies’ folder under the Custom Reports folder.

Viewing DSS Data

Except for the Static reports, DSS reports may be manipulated easily by users familiar with basic mouse and keyboard techniques used in the graphical user interfaces of personal computer software, especially spreadsheet software. Filtering, drilling, and other techniques and screen objects unique to DSS are introduced.

Working with Layers

Layers within a report provide the DSS user with a technique similar to added pages to a financial presentation, where each page may show the same type of data for a different month, budget code, cost center, or other dimension.

Creating Custom Reports (Reporter Mode)

In Reporter mode, reports can be customized in more flexible ways than in Explorer mode. Also, drilling operates differently.

Modifying Custom Reports (Reporter Mode)

In Reporter mode, users can also add calculations, move rows, columns, and layers, and nest dimensions.

Formatting, Printing and Exporting

DSS reports can be formatted and printed using methods similar to those of other personal computer software programs. These techniques, along with exporting data to Microsoft Excel spreadsheets, are demonstrated in this section.

Procedures

Procedures are summary instructions detailing how to complete a specific task. These are handy for quick reference on the job.

Quick Reference Guides (QRGs)

QRGs are summaries of useful information to keep at hand while working with the DSS.

Additional Learning and Help Resources

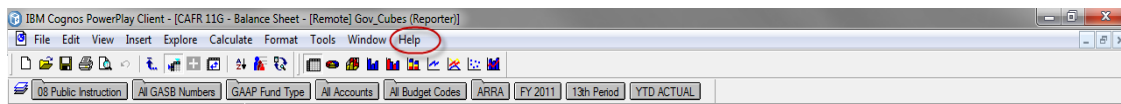
NCAS Info Guide

OSC System Information Guide (SIG)

<http://www.osc.nc.gov/index2.html>

Cognos PowerPlay

IBM Cognos PowerPlay Books Online (Accessible via the Powerplay Help in Cognos PowerPlay Client).



General

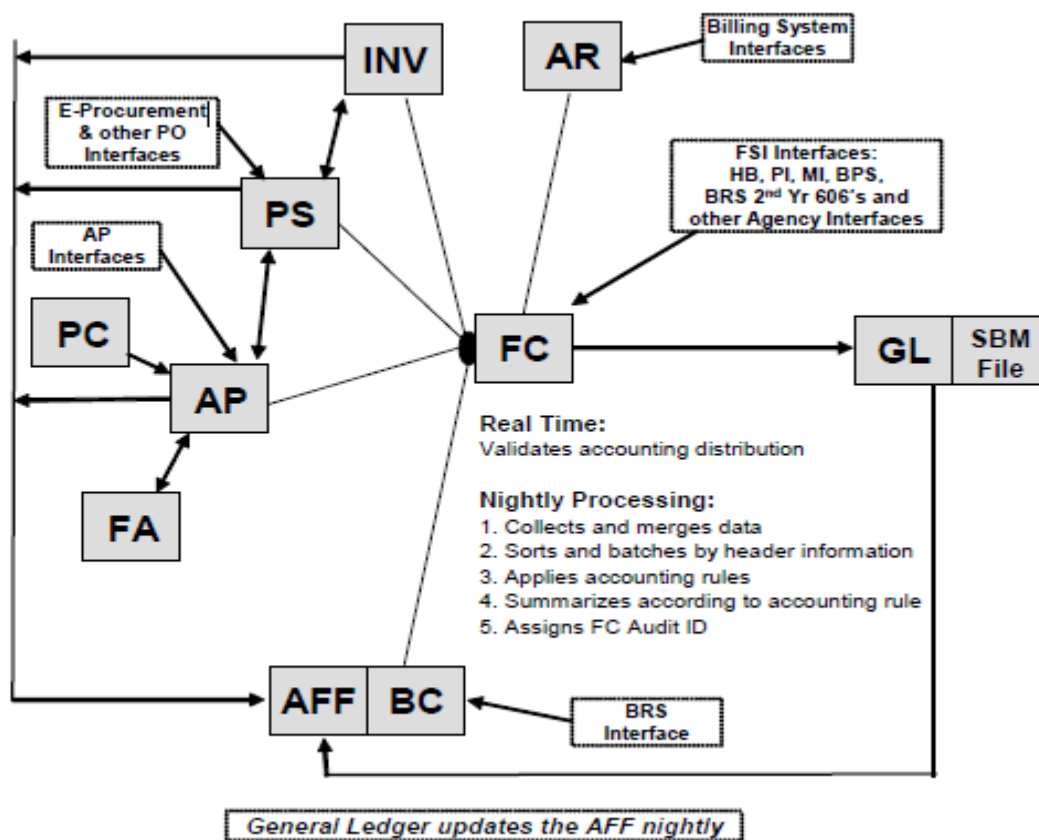
OSC Support Services Center 919-707-0795

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NCAS and DSS Overview

NCAS Overview

The NCAS is the central accounting system for the State of North Carolina. It provides accounting applications to support common business functions, while accommodating unique agency requirements, and supports integrated business activities. The major applications within NCAS are shown in the following diagram.

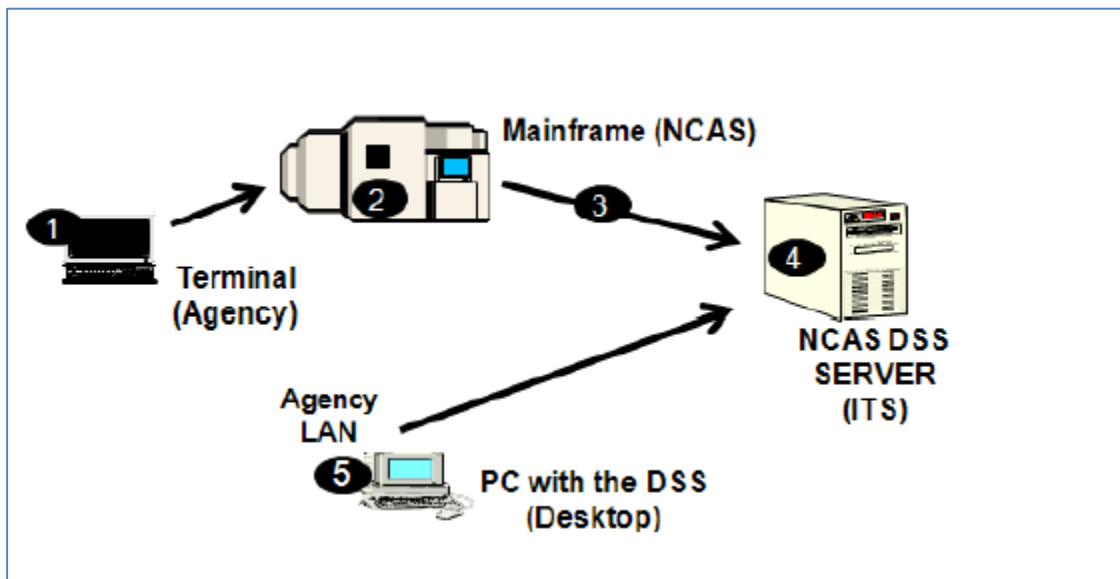


The DSS is one of the four main methods of Viewing NCAS information. It does not replace the primary functions of the NCAS. Instead, it enhances the NCAS by providing flexible and timely queries and reports. The DSS allows the user to access data extracted from the mainframe, then analyze and disseminate it as needed in the form of user-defined reports that can be drilled into for more detailed information, or can be further modified. The DSS results can also be exported to other applications, such as spreadsheets and databases, or e-mailed to others.

It is helpful for users to know how the DSS integrates with the overall NCAS process in order to understand what type of information is available, when it is available, and how to access it.

The DSS Flow Diagram

The following diagram illustrates the overall NCAS process flow of information from data input to data retrieval using the DSS.



1. Financial data is entered online into the NCAS throughout the day.
2. The NCAS batch cycle is executed nightly to update mainframe files.
3. Mainframe data is extracted and summarized for DSS data and stored on a server.
4. Multi-Dimensional Cube (MDC) files are created from DSS data stored on a single server repository at ITS.
5. DSS reports and their related MDC files may be accessed the following day using the Internet and client desktop of DSS.

Databases

To meet the different information needs of users, NCAS elements are packaged into different databases called “multi-dimensional cubes” (MDCs), which are updated nightly by OSC. Below are the five types of cubes created nightly.

Budget MDC (xxxbudget)

Has budget information by budget code/fund and positions 5-12 of the center.

Governmental MDC (xxxgov)

Created for agencies with GASBs starting with 1XXX and 3XXX.

Proprietary MDC (xxxprop)

Created for agencies with GASBs starting with 2XXX and 4XXX.

Management MDC (xxxmgmt)

Has available funds information.

Material Management MDC (xxxmmopn)

Has information about open documents such as invoices and purchase orders.

Below is a list of all the dimensions included in the different types of

Budget MDC

FRUs
Budget Type***
Accounts (1)
Grant Year
Budget Codes/Funds (includes budget funds***)
Center position 5-12
AARA***
Fiscal Year
Fiscal Period
MEASURES

Management MDC

FRUs
Budget Type
Accounts (4)
Grant Year
Budget Codes/Funds (includes budget funds***)
Center positions 5-12
MEASURES

Governmental MDC

FRUs
All GASB Numbers
GAPP Fund Type
All Accounts (2)
All Expenditure Functions*
Expense and Revenue Functions*
All Revenue Categories
All Budget Codes (includes budget funds***)
ARRA***
Fiscal Year
Fiscal Period
MEASURES

Materials Management MDC

FRUs
Accounts (5)
Grant Year
Budget Code/Fund/Tx Type
Center position 5-12
Requestors/Vendors
Aging
MEASURES

Proprietary MDC

FRUs
All GASB Numbers
GAAP Fund Type
All Accounts (3)
All Expenditure Functions**
Expense and Revenues Functions*
All Revenue Categories*
All Budget Codes (including budget funds***)
AARA***
Fiscal Year
Fiscal Period
MEASURES

* Only in statewide MDCs

** In university and statewide MDCs

*** Only in agencies' MDCs

(1) Includes revenue and expenditure accounts and any accounts that affect the agency's cash basis budgetary reports.

(2) The accounts are categorized according to governmental accounting practices.

(3) The accounts are categorized according to proprietary accounting practices.

(4) Includes revenue and expenditure accounts only.

(5) Includes expenditure accounts only.

Current and Historical Cubes (MDCs)

OSC produces both current fiscal year cubes and historical (previous fiscal years) cubes for the Budget MDC, Governmental MDC, and Proprietary MDC. The management and materials management MDCs contain only current data.

The current fiscal year cubes for Budget MDC, Governmental MDC, and Proprietary MDC contain data for the previous fiscal years for analysis purposes. For the Budget MDC, the current fiscal year MDC contains all periods of the current year, all periods of the previous fiscal year, and June of the second preceding fiscal year. Due to size constraints some Budget MDCs may only contain June of the previous fiscal year. For the Governmental and Proprietary MDCs, the current fiscal year MDCs contain all periods of the current fiscal year, all periods of the previous fiscal year, and 12th and 13th periods of the second preceding fiscal year. Due to size constraints some Governmental and Proprietary MDCs may only contain 12th and 13th periods of the previous fiscal year.

The historical MDCs contain data for the entire fiscal year to which it relates. The following naming conventions have been established to distinguish the current MDCs from the historical MDCs.

Current Fiscal Year Cubes (MDCs)

Names of the agency MDC files for the current fiscal year are composed of:

1. First two numbers of the agency's FRU number, plus
2. Filler character (the letter "X"), plus
3. An abbreviation representing the cube type, plus
4. The filename extension ".mdc"

For example, current year MDC for the Department of Public Instruction (DPI) (FRU 08) are named:

Budget MDC	08xbudgt.mdc
Governmental MDC	08xgov.mdc
Proprietary MDC	08xprop.mdc
Management MDC	08xmgmt.mdc
Material Management MDC	08xmmopn.mdc

Viewing Data in DSS

There are two types of reports in DSS:

1. **Static Reports** are accessed from the DSS web site. The data in these reports cannot be manipulated.

Or

2. **Multi-Dimensional Cubes (MDCs) Reports**, either a standard report created by OSC or a report customized by a user, provides a specific view of the data in the cube. To access these reports, you must have Cognos 10 loaded on your computer. These reports are viewed via the Reporter Mode. The data in these reports can be manipulated.

There are two modes, **Reporter and Explorer**, in DSS that facilitate viewing data. Most of the OSC created MDC reports are in Reporter mode. **NOTE: Within this manual, all examples are in Reporter Mode.**

Comparison of Explorer and Reporter Modes		
DSS Modes	Applications	Functions
Explorer	Quick Analysis Simple Data Presentations	Drill-Down Drill-Up Delete Measures Isolate Data Format Nest (like and unlike) Highlight Exceptions
Reporter	Detailed Reports Summary and Detail Presentations	Drill-Down Drill-Up Delete Any Dimension Move Calculations Add Categories Format Nest (unlike) Subsets Sort/Rank Highlight Exceptions

DSS Reports

The easiest way to view DSS data is by using a standard report. There are several types of reports that are created in the DSS by OSC. Users can also create DSS reports and save them on their hard drive or network drive or publish them on the web under the Custom Reports folder.

Types of DSS Report Folders on the web

- BD725 Reports (QRG # 3)
- Trial Balance Reports(QRG # 4)
- CAFR 11a Reports
- Master Table Definitions Reports
- EAGLE
- Financial Analysis(QRG # 2)
- Management Analysis(QRG # 1)
- Custom Reports
- NCAS History

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Using Dimensions

While some financial information required by users is predictable, the detail levels, time periods, and categories of data cannot be determined. For this reason the cubes (MDCs) are created at a highly summarized level. Users are required to filter the data before it can be meaningful and produce the desired results.

Before accountants and managers can solve a problem, they need to determine what data is pertinent and how it should be organized. The type of data needed to solve a problem would determine which reports would be more appropriate to use. Within the different MDCs, the DSS categorizes NCAS data elements into groupings called dimensions. Dimensions are categories that can be used to identify and access relevant data.

Agencies can organize their data by using dimensions when constructing two-dimensional reports like spreadsheets with rows and columns. Agencies can also create three-dimensional reports like a workbook with many layers or spreadsheets with columns and rows. Below is a sample of a two-dimensional report comparing revenue accounts (All Accounts dimension) for three fiscal years (All Fiscal Years dimension).

	FY 2010	FY 2011	FY 2012
Sales and Services	1,754,354.84	2,006,708.07	2,287,647.20
Fees, Licenses, and Fines	31,170.00	42,420.00	57,267.00
Student Tuition and Fees, net	625.00	750.00	900.00
Miscellaneous	4,190.00	4,309.00	4,395.18

Since summarized data is not very meaningful, agencies will need to filter the dimensions.

Information present in standard DSS Explorer reports and Reporter reports is highly summarized. The DSS summarized data can be filtered in many different ways. This means that users must be able to identify, manipulate, and filter the dimensions so that the information is meaningful.

Since using the DSS successfully depends to a large extent on being able to understand and use dimensions correctly, it is important to understand the concept of dimensions before learning how to work with dimensions in the DSS. Dimensions will be used in all of the walkthroughs and activities in this DSS course.

Each dimension describes some significant feature or characteristic that can be used to sort the data. Agencies frequently use the following dimensions:

- Financial reporting unit (FRU)
- Period (month) and year
- Account
- Budget code and fund
- Center

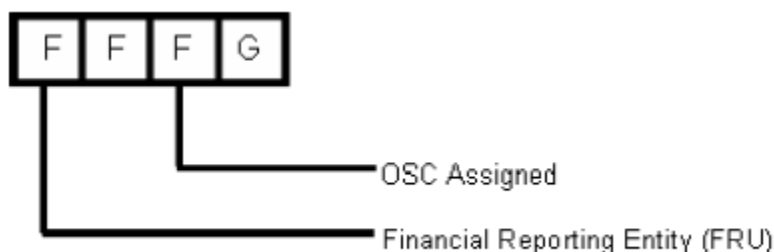
The DSS dimensions are based on the data elements used in the NCAS. For more information about a variety of the DSS dimensions, see the NCAS Data Elements section of the NCAS State Information Guide (SIG).

Chart of Accounts Overview

In NCAS, accounting activity is posted to an accounting distribution, which is composed of three main parts: Company, Account, and Center Code.

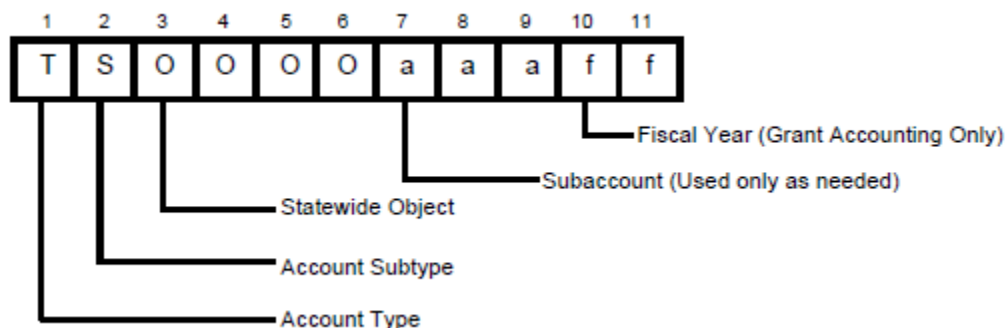
Company

The first two positions of company are the agency identifier. These numbers are assigned by OSC and designate the principle departments/agencies as defined by North Carolina General Statute 143A. The third and fourth positions allow OSC to further define agencies' financial reporting entities.



Account

Account describes the purpose of an expenditure, the type of revenues received or the balance sheet accounts required for GAAP accounting.

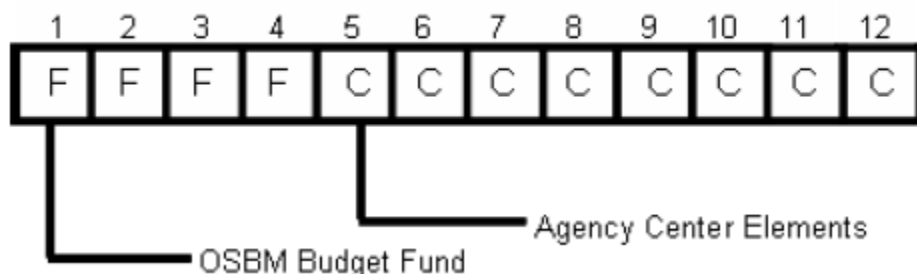


Some examples of Account Type/Subtype codes are:

- 43 Actual Revenue
- 53 Actual Expenditure
- 63 Authorized Revenue
- 68 Certified Revenue
- 73 Authorized Expenditures
- 78 Certified Expenditures
- 83 Purchasing Encumbrance
- 03 Accounts Payable Encumbrance

Center

Center codes are composed of (a) a four-digit budget fund code that is established by the Office of State Budget and Management (OSBM) and (b) agency-defined Center element codes (positions 5 – 12).



Since each agency uses its own unique center elements to categorize and summarize data, center elements display as separate dimensions in the agency's DSS cube

The use of positions 5 through 12 of the Center code varies widely among agencies. To locate your agency's data accurately, you must be familiar with your agency's Center elements. There is a chart for all major agencies in QRG 6: Center Structure (COA) by Agency, and on the OSC System Information Guide (SIG).

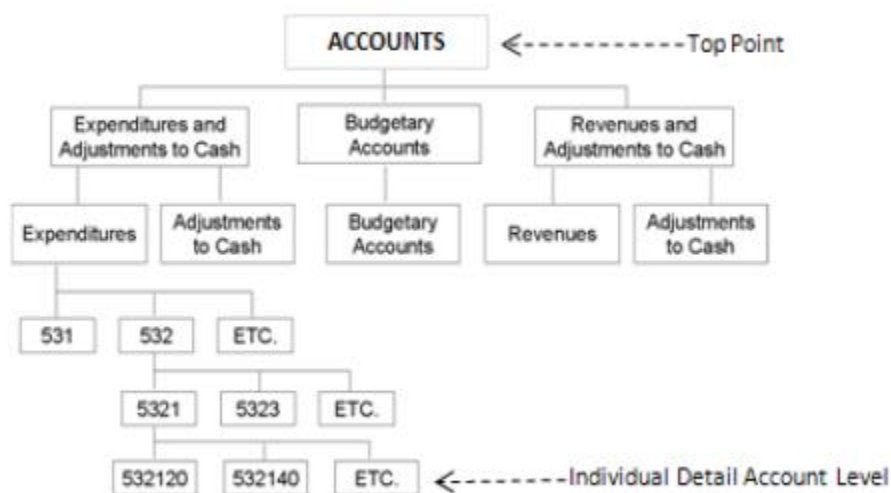
Chart of Accounts

There are two reports in the GLPUBLIC library in IE which can be used to list an agency's chart of accounts. C-U-GL-COA-BY-CENTER lists all accounts within the specified companies and centers. C-U-GL-CHARTOF-ACCOUNTS shows company/account/center combinations, descriptions for the account and center, and the active/inactive status.

Dimension Structure

Dimensions or categories with similar characteristics are grouped together and organized in hierarchies under a heading or top point. This heading or top point is also called a summary point.

Some dimensions may have levels of summarization between the top point and the lowest level of detail. For example, in the dimension group for ACCOUNTS which can be found in the BD701 Reports, there are three summary groupings below the top point: "Expenditures and Adjustments to Cash", "Revenues and Adjustments to Cash", and "Budgetary Accounts". These three groups summarize other intermediate summary levels beneath them. There are a total of four intermediate summary levels between the top point and the individual detail account level.



Other dimensions, such as Fiscal Period (Month), have a simple structure with one top point and then all detail points, with no intermediate summary levels.



Dimension Viewer

The DSS has a Dimension Viewer tool that can be used to display the structure of any dimension in the file tree format that is commonly found in graphical user interfaces. We will use the Dimension Viewer in the next chapter.

Accessing DSS Data

Overview

The North Carolina Accounting System Decision Support System (NCAS DSS) web portal was established to provide centralized access to budgetary and financial data for agency budgetary planning, financial analysis and Comprehensive Annual Financial Report (CAFR) statements. This chapter will guide a user on how to access the NCAS DSS web portal. If you need additional assistance accessing NCAS DSS web portal, please consult the **FAQ** at <https://ncasdss.ncosc.net/> or contact **OSC Support Services at (919) 707-0795**.

Accessing NCAS DSS reports:

There are two types of reports in NCAS DSS. Accessing the web portal for each type of report is different.

1. **Static reports** that can't be filtered are viewed with either Adobe Reader or Excel. Examples are Trial Balance reports, BD725 reports, Master Table Definitions reports, and CAFR 11a reports. These reports are accessed via the DSS web site.
2. Reports that use **Multi-Dimensional Cubes (MDCs)** as a data source, which can be filtered to fit your data needs, are viewed with Cognos PowerPlay client. Examples are CAFR reports (except CAFR 11a), BD701 reports, and EAGLE reports. (Custom MDC reports saved on your local or network drives have a .ppx extension.)

Report Type 1: Static Reports

- In order to access Static Reports, you must **login to the DSS web site first**.
- Open a web browser, either Internet Explorer or Firefox
- Enter address <https://ncasdss.ncosc.net>
- Click on the link **Login to NCAS DSS**.

NCAS DSS
North Carolina
Office of the State Controller

North Carolina Accounting System Decision Support System

System Status

NCAS DSS

User guidelines are available via a link on the left hand side of this web page.


To bookmark this website, save <https://ncasdss.ncosc.net> in your favorites directory.

The North Carolina Accounting System Decision Support System (NCAS DSS) is an information access and reporting tool that provides NC Accounting System data to agency financial and budget analysts. DSS utilizes data downloaded from the NC Accounting System nightly.

- [Login to NCAS DSS](#)
- [Quick Start Guide](#)
- [Report Access Chart](#)
- [New User Setup](#)
- [User ID Request Form](#)
- [FAQ](#)
- [Cognos Configuration Fix](#)
- [MEMO Static Report Access](#)
- [Fin Rpt Update](#)
- [DSS Basics Training Course Manual](#)

- Login with your current NCID and password.

GDAC Logon



North Carolina Government Data Analytics Center Information Delivery Portal 4.3

NCID: [Forgot your User ID? Click Here](#)

Password: [Forgot your Password? Click Here](#)

[Manage Your NCID](#)

- This is the GDAC Portal home page. Click the **NCAS DSS** tab to continue.

GDAC Portal [Customize](#) [Options](#) [Search](#) [Log Off Virginia P Sisson \(vpsisson\)](#) [Help](#)

[GDAC Home](#) **[NCAS DSS](#)**

Daily Messages

"Welcome To The GDAC Portal Home Page". For GDAC Solutions support, please contact GDAC customer support at (919) 754-6950 or email gdacadmin@nc.gov.

- After the the Welcome screen, you will be placed in the **Reports** (WebDAV location) area. Based on your role, you will see folders that are applicable to you.
- From the **Reports** area, access your agency's static reports by clicking on the **Agencies** folder:

GDAC Portal [Customize](#) [Options](#) [Search](#) [Log Off Virginia P Sisson \(vpsisson\)](#) [Help](#)

[GDAC Home](#) **[NCAS DSS](#)**

Daily Messages

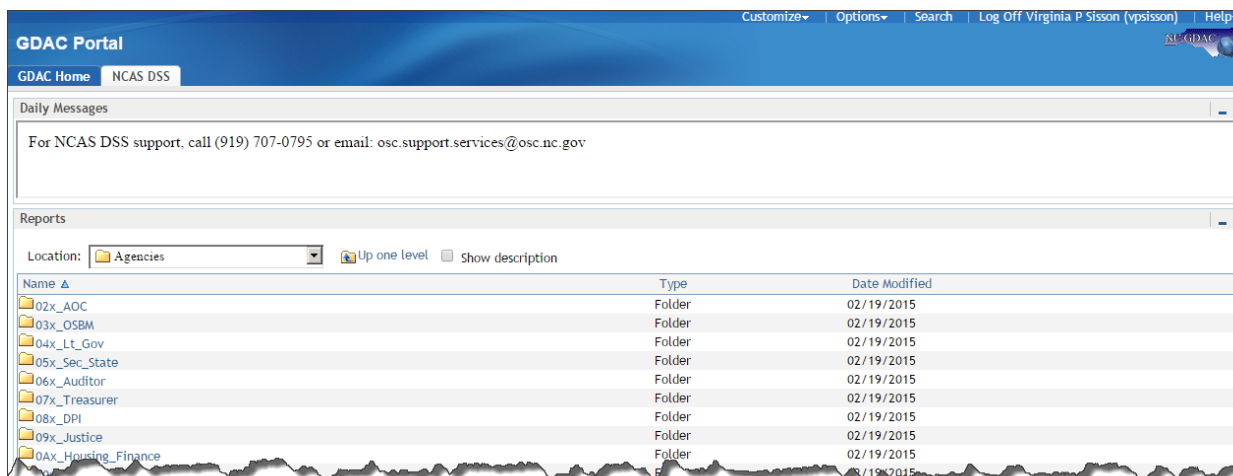
For NCAS DSS support, call (919) 707-0795 or email: osc.support.services@osc.nc.gov

Reports

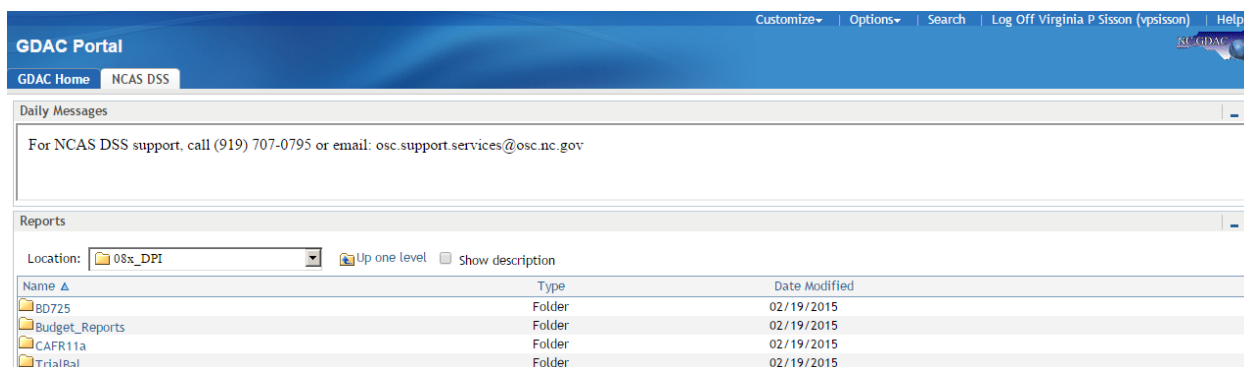
Location: **WebDAV** [Up one level](#) ☐ Show description

Name	Type	Date Modified
n1x_General_Assembly	Folder	02/19/2015
Agencies	Folder	02/19/2015
...	Folder	02/19/2015

- From the **Agencies** page, choose your agency:



- Note: You will be able to view all agency reports except for General Assembly.
- Once you choose your agency, you will see a list of report folders (example of 08x_DPI):

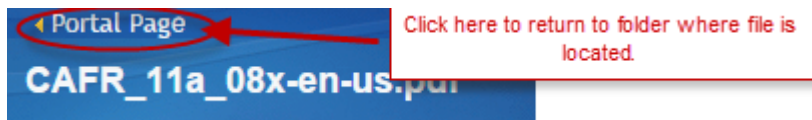


- Some folders will not be visible if your agency does not receive that type of report. For example, if you do not have capital improvement budget codes (4-type), then you would not see a BD 725 folder.

CAFR 11a:

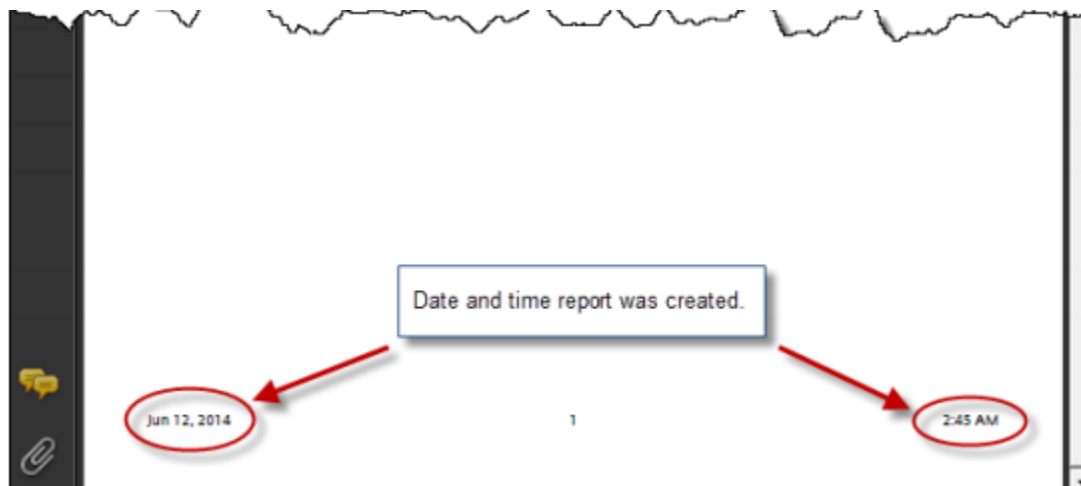
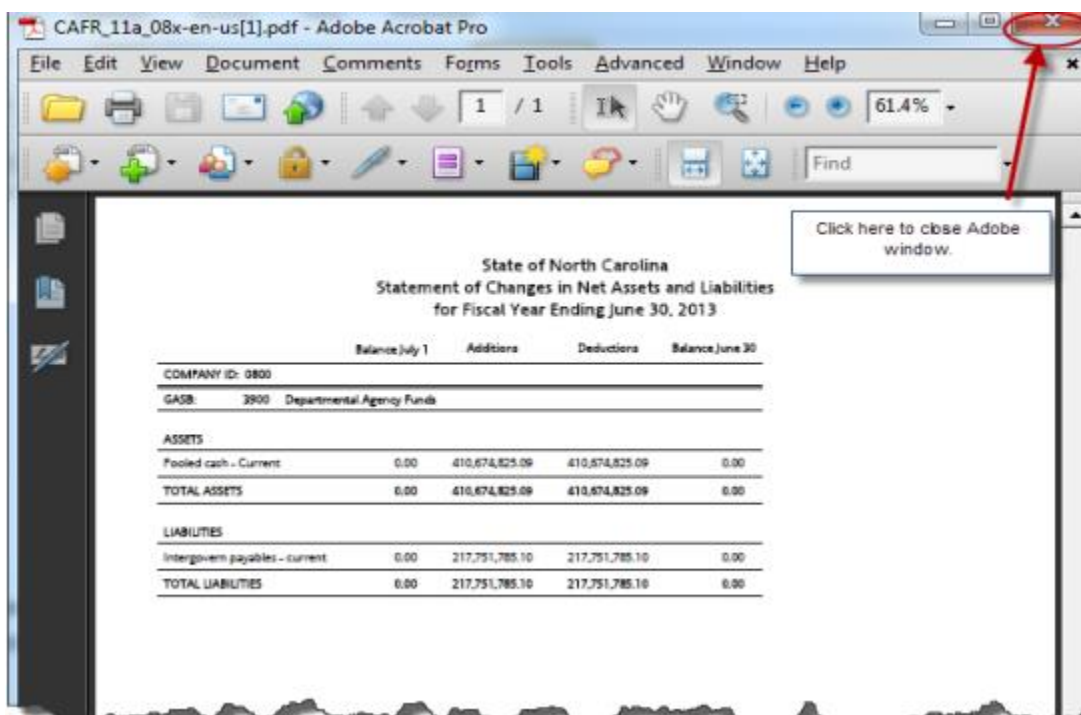
- Click on the CAFR 11A folder.
- CAFR 11a Reports have been run in Adobe and can be opened by **clicking on the report title**.
- Depending on your computer settings, the report will either open in the **current web browser window** or it will open in a **separate Adobe window**.

- The **date and time** the report was generated is displayed in the report footer.
- To return to the folder where the report is located, click on **“Portal Page”** located in the upper left corner of your screen.

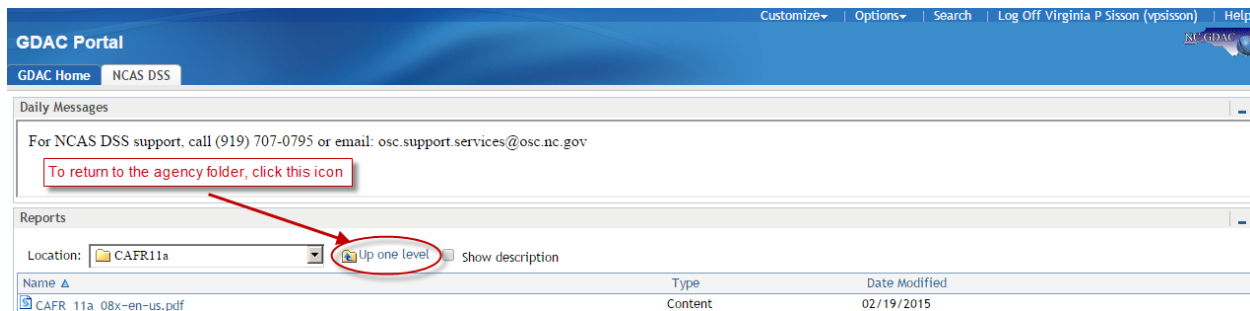


- If Adobe opened in its own window, you will need to close the window separately, then click **“Portal Page”** in the upper left corner of the GDAC Portal page.

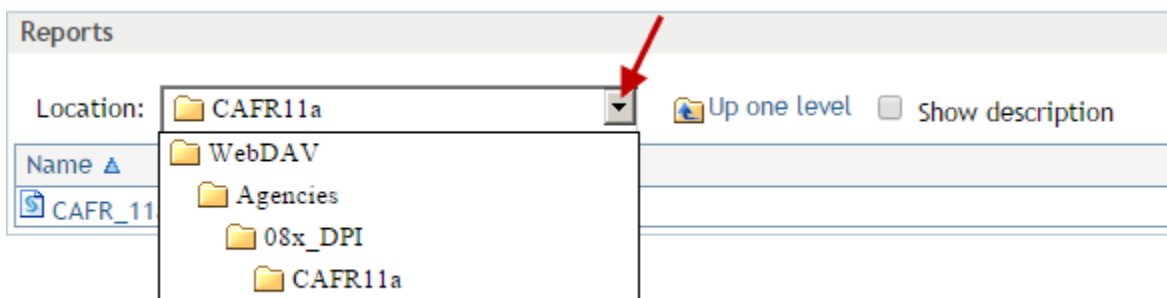
This is a CAFR 11A report in a separate Adobe window.



- To return to the agency folder, you can click on the “Up one level” icon.

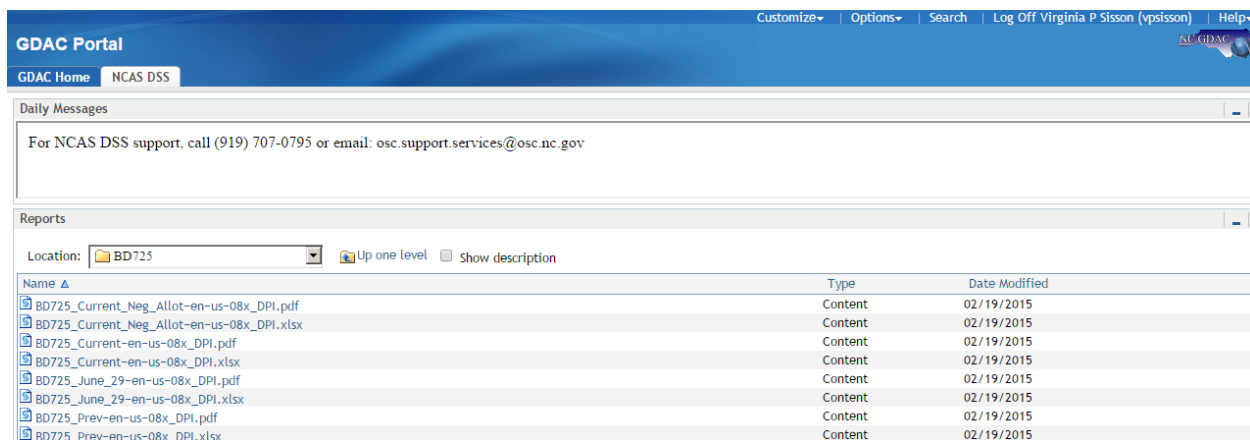


Note: You may also click on the drop down box and click on a particular level you would like to go back to.



BD 725 and Trial Balance Reports:

- Click on the BD 725 folder. All applicable reports will be shown.



- BD 725 Reports and Trial Balance Reports have been run in both Adobe and Excel formats. Click on the title of the report you wish to view.

- If you click on the PDF version of a report, depending on your computer settings, the report will either open in the **current web browser window** or it will open in a **separate Adobe window**.

This is a BD-725 opened in the current web browser window.

Portal Page
BD725_Current-en-us-08x_DPI.pdf

Click here to return to the folder where the report is located.

STATE OF NORTH CAROLINA
Monthly Report on Capital Improvement Funds
for period ending February, 2015

CURR BD725

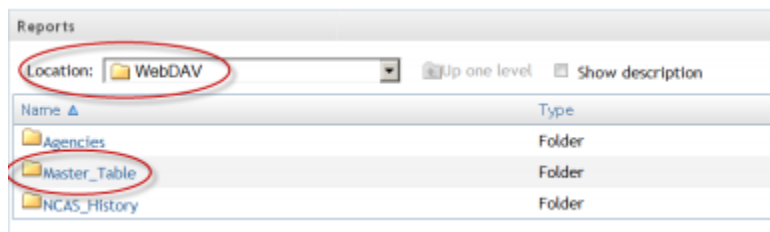
Account	Account Description	Total Budget (78+73, 68+43)	Unallotted (78, 68)	Total Allotments (73, 63)	Current (53, 43)	Year to Date (53, 43)	Project to Date (53, 43)	Allotment Balance (73-53, 63-43)	Encumbrance Balance
081 NC DEPT OF PUBLIC INSTRUCTION									
41350 EASTERN SCHOOL FOR THE DEAF									
44E1 VESTAL HALL WINDOW									
Expenditures - Budget and Actual									
532310	REPAIRS-BUILDINGS	357,000.00	0.00	357,000.00	178,402.00	181,283.25	199,799.50	157,200.50	0.00
Total Expenditures		357,000.00	0.00	357,000.00	178,402.00	181,283.25	199,799.50	157,200.50	0.00
Excess of Expenditures Over Revenues		357,000.00	0.00	357,000.00	178,402.00	181,283.25	199,799.50	157,200.50	0.00
TOTAL 41350 EASTERN SCHOOL FOR THE DEAF									
Total Expenditures		357,000.00	0.00	357,000.00	178,402.00	181,283.25	199,799.50	157,200.50	0.00
Total Revenues		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Excess of Expenditures Over Revenues		357,000.00	0.00	357,000.00	178,402.00	181,283.25	199,799.50	157,200.50	0.00

Feb 19, 2015 1 1:49 AM

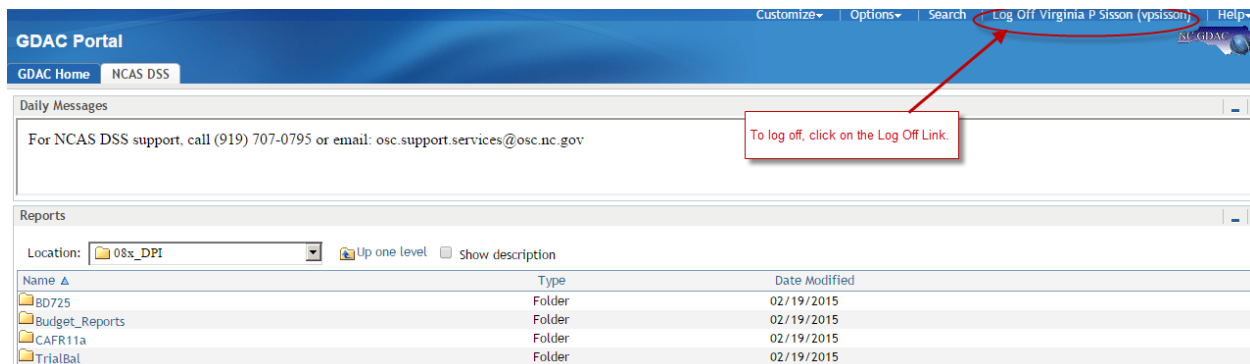
- The **date and time** the report was generated is displayed in the report footer.
- To return to the folder where the report is located, click on **“Portal Page”** located in the upper left corner of your screen.
- If Adobe opened in its own window, you will need to close the window separately, then click **“Portal Page”** in the upper left corner of the GDAC Portal page.
- If you select Excel format, you may be prompted with a window to Open or Save the file. If you open the file, Excel will open in a separate window which will need to be closed separately, then click **“Portal Page”** in the upper left corner of the GDAC Portal page.
- To return to the agency folder, you can click on the **“Up one level”** icon or click the drop down box to choose the level you want to return to.

Master Table Definitions:

- To open a Master Table Definitions report, click on the Master_Table folder from the **Reports** (WebDAV location) area. When you click on the desired Master Table report, it will open in Excel and you may be prompted with a window to Open or Save the file. If you open the file, Excel will open in a separate window which will need to be closed separately, then click **“Portal Page”** in the upper left corner of the GDAC Portal page.

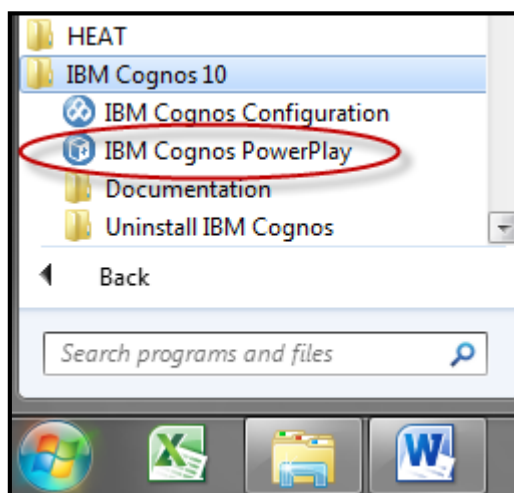
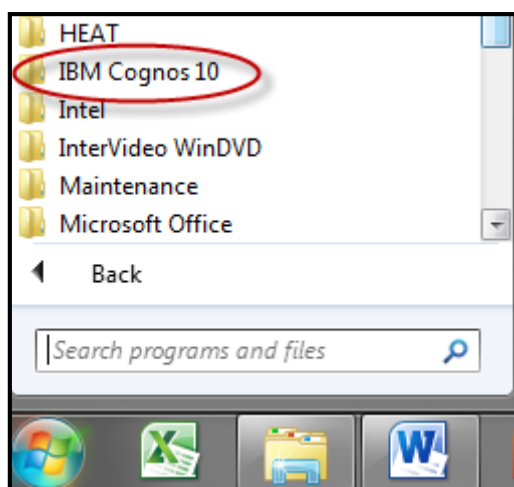


- Log off NCAS DSS static report portal by clicking on the **Log Off** link in the top right corner of your screen.
 - If you are in a report that is in a separate window, you will have to close the report and then click on **“Portal Page”** in the upper left corner in order to see the Log Off link.
 - If you are in a report within the current web browser window, click on **“Portal Page”** in the upper left corner to get back to the screen with the log off link.

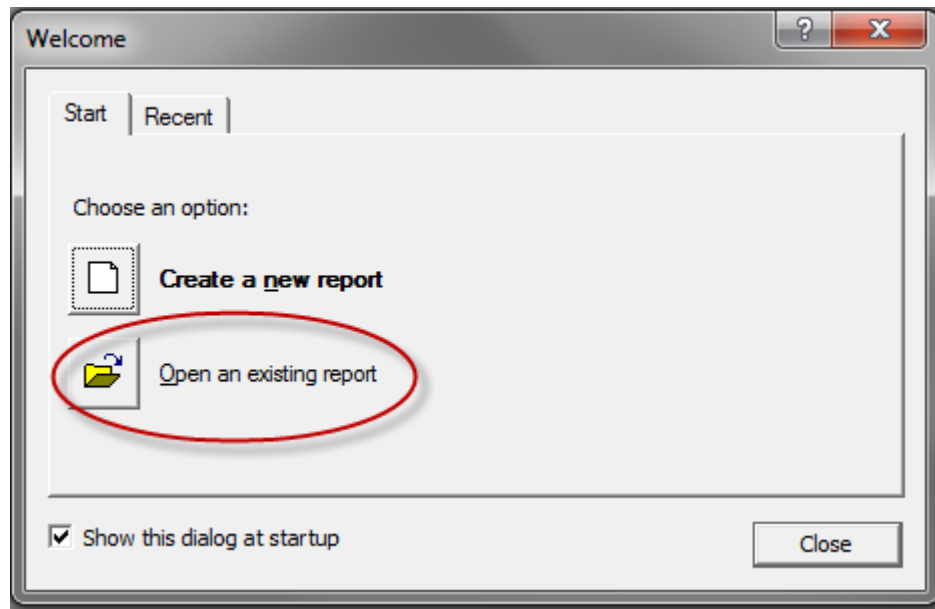


Report Type 2: Multi-Dimensional Cube (MDC) Reports

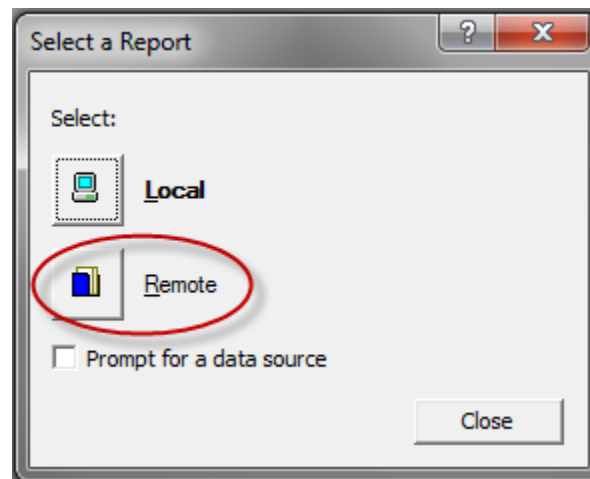
- In order to access MDC Reports, you **must** have **IBM Cognos PowerPlay version 10** installed on your PC. (To check to see if it is installed on your PC, go to Start, All Programs, and look for a folder called “IBM Cognos 10.” If the folder is present, it is installed on your PC. If it is not present, speak to your PC administrator about installation. Your PC Administrator should call OSC Support Services at (919) 707-0795 for access to the installation files.)
- To open an MDC report, you **must open PowerPlay first**. Go to Start, All Programs, IBM Cognos 10, IBM Cognos PowerPlay.



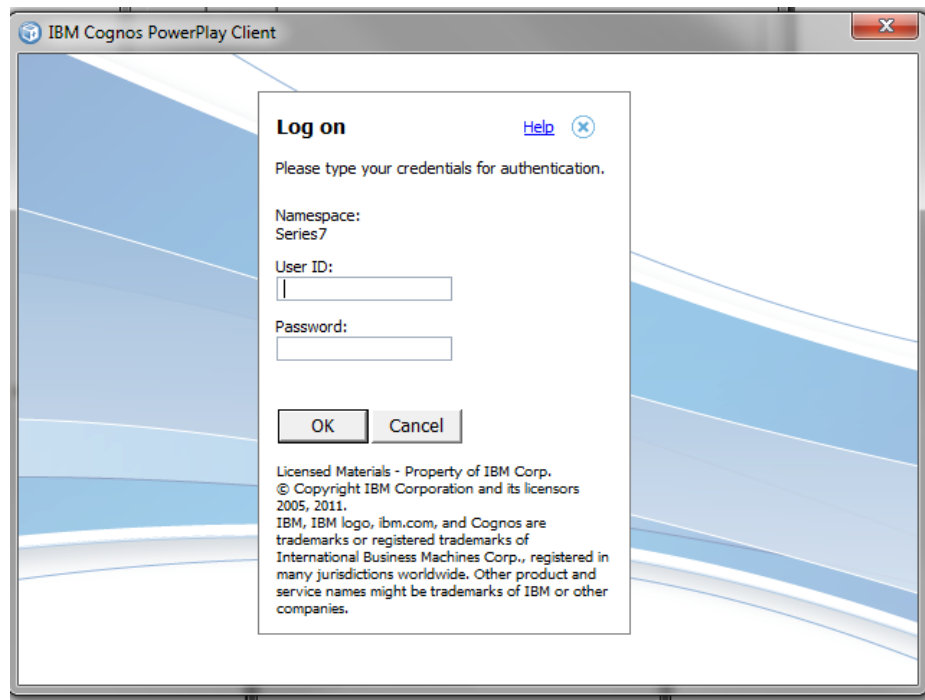
- From the Welcome screen, click on the button next to “**Open an existing report.**”



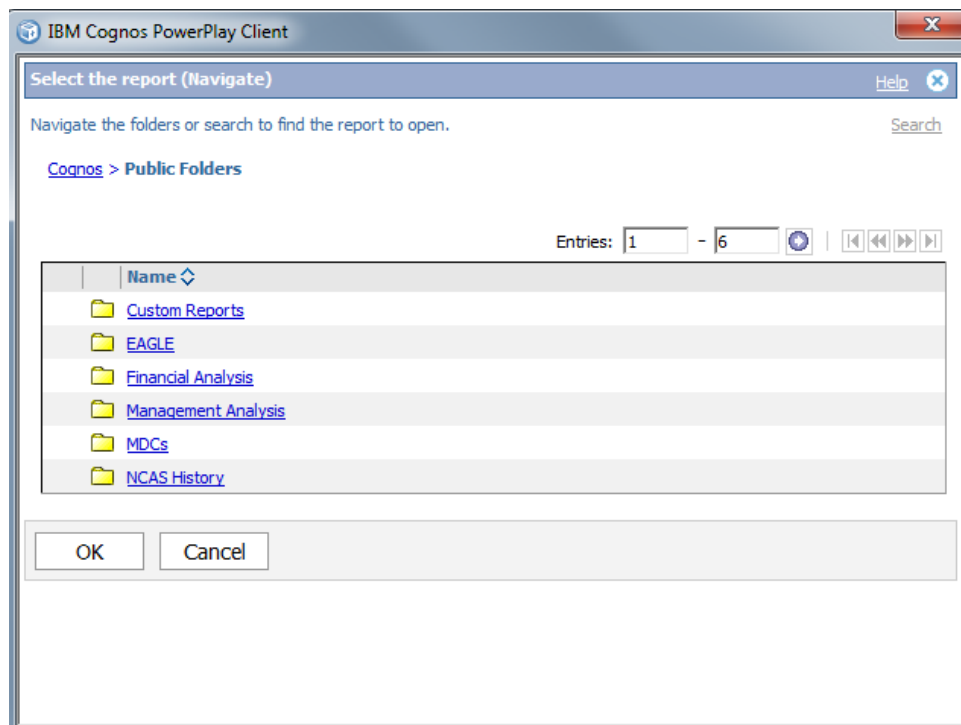
- From the “Select a Report” window, click on the button next to “**Remote.**”



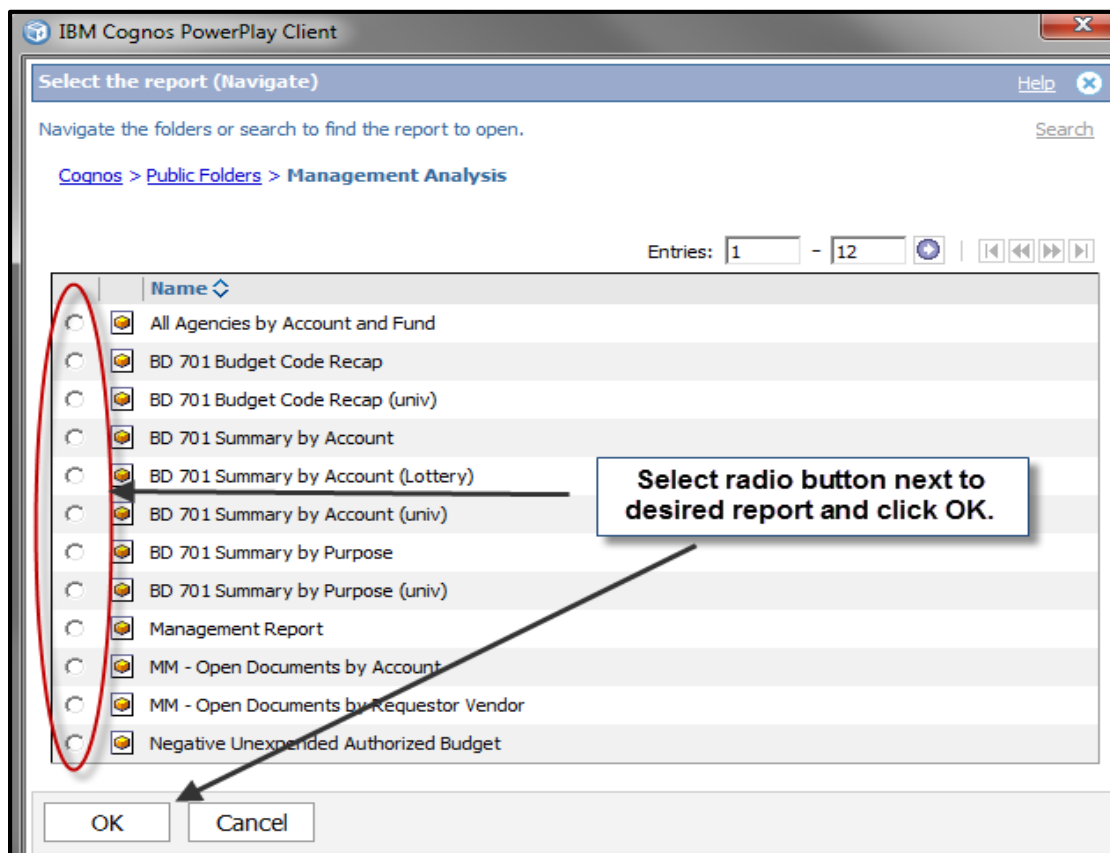
- You will be prompted to **log on**. Use your current DSS ID and password.



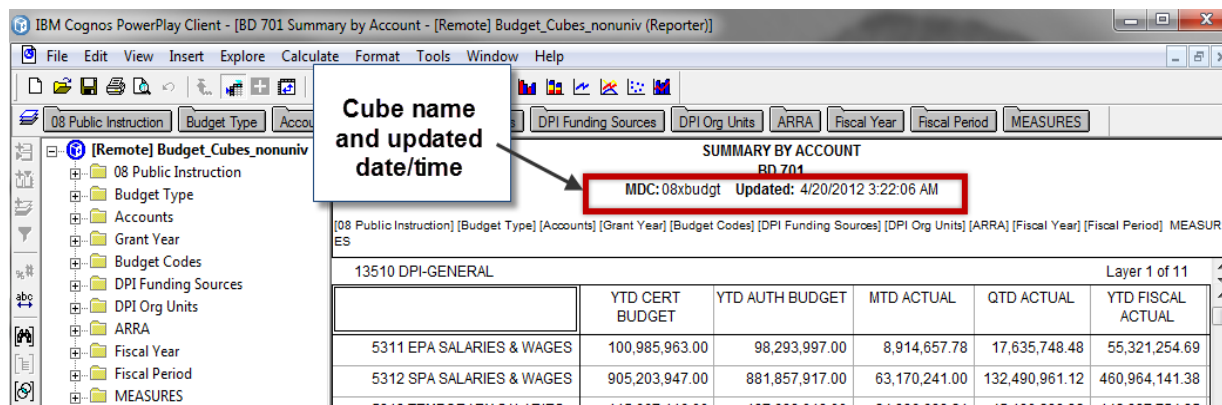
- Click on one of the following **folder** names:
 - EAGLE
 - Financial Analysis
 - Management Analysis.



- Select the **radio button** next to the report you want to open, then click OK. You may have to scroll down.

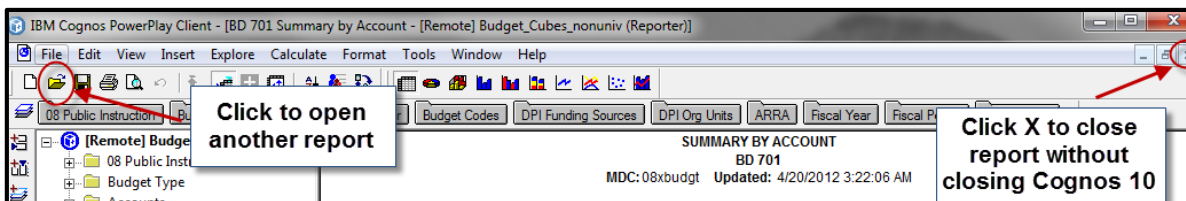


- Depending on the report and your user permissions, either the report will **open** or you will be **prompted** to “Select a DataSource Connection.” If you are prompted, select an agency from the drop down box, click OK and your report will open.
- The **MDC (cube) name** and its **last update date/time** are displayed in the header.

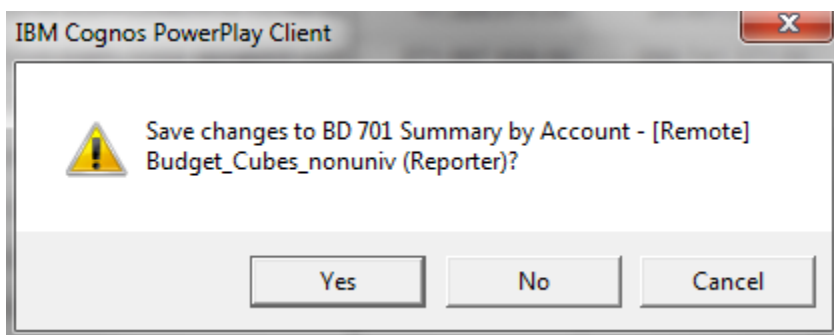


- PowerPlay 10 functions in the same way as PowerPlay 7.

- To open another report, select **File... Open** in Cognos PowerPlay. Continue with the instructions above, starting with the “Remote” button, but you will not be prompted to log in a second time.



- To close the report without saving it, click on the “X” in the upper right corner of the report and select NO when asked to save report. **DO NOT** click on the red “X” in the upper right corner of the screen as this will close the IBM Powerplay client and you will have to log in again to open another report.



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Static Reports

Overview

Static reports are reports that cannot be changed. The reports cannot be filtered and cannot be customized by the user. They represent financial or budgetary amounts at a particular point in time. To access these reports, you have to first log in to the North Carolina System Decision Support System (NCAS DSS) web site, <https://ncasdss.ncosc.net>. In the Reports area, Static Reports are located in the Agencies folders.

- **BD 725 Reports** (Contains Capital Improvement reports for various periods in Excel and PDF format.)
- **Trial Balance Reports** (Contain trial balance information for various periods of data in Excel and PDF format.)
- **CAFR 11a Reports** (Contains Agency Fund reports in PDF format.)
- **Master Table Definition Reports** (Excel reports that show how the NCAS data elements are defined in the system as well as how they work together when reports are generated.)

Note: Some agencies will not have all folders as those agencies do not require certain financial reports.

To access Static Reports

1. In order to access Static Reports, you must **login to the DSS web site first**.
2. Open a web browser, either Internet Explorer or Firefox
3. Enter address <https://ncasdss.ncosc.net> Click on the link **Login to NCAS DSS**.
4. Login with your current NCID and password
5. From the GDAC Portal home page, click on the **NCAS DSS** tab.
6. You will be placed in the Reports area (Location: WebDAV).
7. From the **Reports** area, access your agency's static reports by clicking on the **Agencies** folder.
8. Select your agency.
9. Select the desired folder for the reports you want to view.
 - BD 725 Reports
 - Trial Balance Reports
 - CAFR 11a Reports
 - Master Table Definitions
 - NCAS History

BD 725 Reports

The BD725 Monthly Reporting on Capital Improvement Funds reports display a summary of the allotment balances for current activity, year to date activity and project to date activity by budget code and fund. These reports can be viewed in PDF format as well as Excel format. These are the types that are available.

- Current Period
- Previous Period
- Previous Period 2 (Displays data for two previous months from the current month. **FOR UNIVERSITIES ONLY.**)
- June 29th
- Current Negative Allotment Balances (This is an exception report that displays current month data for negative allotment balances by budget code and fund. If no data is displayed, there are no negative allotment balances for the current month.)

Trial Balance Reports

There are several types of Trial Balance Reports for various periods that are available for agencies and universities, as displayed in the charts below. The trial balances display prior period ending balances, period net balances, and current period ending balances for all accounts. Most of these reports can be viewed in the PDF format as well as Excel format.

When opening a trial balance report, you will first select the period and then the type of report and the version of report that is desired.

Trial Balances for Agencies		
Periods Available	Types Available	Versions
Current Period	Budget Code Detail	Excel and Adobe
Previous Period	Budget Code Summary	for all
June 29th	GASB Detail*	
June 30th	GASB Summary*	

*NOTE: Previous Period 2 only for GASB Detail & GASB Detail Summary

Trial Balances for Universities		
Periods Available	Types Available	Versions
Current Period	Budget Code Detail	Excel and Adobe
Previous Period	Budget Code Detail 10 digit	for most **
Previous Period 2	Budget Code Detail data extract	
June 29th	Budget Code Summary	
	Company Detail	
	Company Summary	
	GASB Detail	
	GASB Summary	

**NOTE: Excel version is only available for Budget Code Detail 10 digit & data extract reports.

CAFR 11a Reports

The CAFR 11A report is a static PDF report for Agency Funds (GASB 39XX), which shows the changes in assets and liabilities. The rows of the report represent account summary. The columns for July 1 and June 30 balance represent the beginning and ending balance from the NCAS, respectively. The additions and deductions columns represent the total debits or total credits.

Master Table Definitions Reports

The Master Table Definitions reports are Excel reports that show how the NCAS data elements are defined in the system as well as how they work together when NCAS reports are generated. The types of reports are listed below.

- Master Table Definitions – CY & PY
- Master Table Definitions reports for previous years
- Company Budget Code GASB Correlation (Displays what GASBs are associated with budget codes. No budget funds are displayed.)
- Prior Year Master Table N Status (Displays all funds in NCAS that have been inactivated.)

Additional Data Available

NCAS History

History information will be available for at least seven years. Within each year's history folder there will be folders for historical static reports as follows. History static reports can be accessed like all other static reports mentioned in this chapter.

- BD725 Reports
- Trial Balance Reports
- CAFR 11a Reports

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Multi-Dimensional Cube (MDC) Reports

Overview

As stated earlier, the NCAS data elements are packaged into different databases called “multi-dimensional cubes” (MDCs) in order to meet the different information needs of users. The MDCs are used as the data source for reports that can be filtered and modified to fit your data needs. MDCs are used to create the Financial Analysis reports (ex. CAFR reports), Management Analysis reports (ex. BD701 reports) and EAGLE reports.

This chapter will review the different types of MDC reports available.

In order to access the MDC reports, you must log into the IBM Cognos PowerPlay client installed on your computer.

To access IBM Cognos PowerPlay Client

1. Go to Start, All Programs, IBM Cognos 10, IBM Cognos PowerPlay.
2. From the Welcome screen, click on the button next to “Open an existing report”.
3. From the “Select a Report” window, click on the button next to “Remote.”
4. You will be prompted to log on. Use your current DSS ID and password.
5. You will be placed in the Public Folders area.

In the Public Folders area, the MDC reports are located in one of the following folders:

- Financial Analysis (contains CAFR Financial Statements)
- Management Analysis (contains Budgetary and Materials Management reports)
- EAGLE (contains internal control reports related to EAGLE)
- NCAS History (contains cubes and reports for seven years of history)
- Custom Reports (contains special reports created specifically for an agency)

NOTE: Some agencies will not have all folders as those agencies do not require certain financial reports.

To open an MDC report

6. From the Public Folders area, click on one of the following folders: Financial Analysis, Management Analysis, or EAGLE.
7. Select the radio button next to the desired report and click OK.
8. Depending on the report and your user permissions, either the report will open or you will be prompted to “Select a DataSource Connection”. If you are prompted, select an agency from the drop down box, click OK and the report will open.

Financial Analysis

The Financial Analysis folder contains the CAFR and Comparative Financial Statements for each agency.

CAFR Reports

The CAFR reports are modified and/or accrual based financial statements for governmental, proprietary, and fiduciary funds. All of these reports except for the CAFR 11As are located under the Financial Analysis folder. If your agency has a CAFR 11A Report, it will be located under the folder, CAFR 11a Reports, which will be accessed through the NCAS DSS web site. Each report is delivered at a high level with three filters in place: fiscal year, 13th period, and YTD Actual data. These are the filters required for year-end CAFR reporting. You will be able to narrow your data to specific levels based on what you are looking for in the report. You will be able to filter the data, drill up and down, and drag and drop data in this view.

CAFR 11G

The CAFR 11G is a modified accrual based balance sheet for governmental funds. The rows of the report represent account summary. The columns of the report represent detail GASB numbers. Detailed account data is available by drilling into a row.

CAFR 52G

The CAFR 52G is a modified accrual based statement of revenues, expenditures, and changes in fund balances. The rows of the report represent account summary. The columns of the report represent detail GASB numbers. Detailed account data is available by drilling into a row.

CAFR 11P

The CAFR 11P is an accrual based statement of net assets for proprietary funds. The rows of the report represent current and non-current account summary. The columns of the report represent detail GASB numbers. Detailed account data is available by drilling into a row.

CAFR 53P

The CAFR 53P is an accrual based statement of revenues, expenses, and changes in net assets for proprietary funds. The rows of the report represent account summary. The columns of the report represent detail GASB numbers. Detailed account data is available by drilling into a row.

CAFR 11F

The CAFR 11F is an accrual based statement of net assets for fiduciary funds. The rows of the report represent account summary. The columns of the report represent detail GASB numbers. Detailed account data is available by drilling into a row.

CAFR 54F

The CAFR 54F is an accrual based statement of changes in net assets for fiduciary funds. The rows of the report represent account summary. The columns of the report represent detail GASB numbers. Detailed account data is available by drilling into certain rows. If drilling is not available for a certain row, right click on the row and scroll down to Explain. Then left click the mouse to get a description of what makes up that row heading.

COMP Reports

The COMP reports are comparative financial statements for governmental, proprietary, and fiduciary funds. The rows of the report represent account summary. The columns of the report represent the accrual periods for two years as well as the change and percent change. Detailed account data is available by drilling into a row. The layers of the report represent detail GASB numbers. The COMP reports are filtered for the 13th period and YTD Actual data.

Management Analysis

The Management Analysis folder contains the Budgetary and Materials Management information for each agency.

BD701 Reports

The BD701 reports are budgetary reports used to help track budget amounts for account distributions for each agency. The reports are located under the Management Analysis folder and are multi-dimensional reports. Each report is delivered at the highest summary level representing all periods, all years, all budget codes and all funds for an agency. You will be able to narrow your data to specific levels such as RCC and cost centers. You will be able to filter the data, drill up and down, and drag and drop data in this view. For each type of BD701 report, there are separate reports for agencies and universities.

BD701 Budget Code Recap

The BD701 Budget Code Recap reports a budget code level summary of total budgeted and actual expenditures, revenues, and appropriation balances. The rows of the report represent expenditures, revenues, adjustments to cash and appropriation summary. The columns of the report represent the different measures for the budgeted and actual amounts being compared. Detailed account data is available by drilling into a row.

There are two versions of this report - one for agencies only and one for universities only.

BD701 Summary by Purpose

The BD701 Summary by Purpose reports a summary of the total budgeted and actual expenditures and revenues by budget code. Amounts are summarized and displayed at the budget fund (purpose level). The rows of the report represent budget code summary allocated between expenditures and revenues. The columns of the report represent the different measures for the budgeted and actual amounts being compared. Detailed fund data is available by drilling into a row.

There are two versions of this report - one for agencies only and one for universities only.

BD701 Summary by Account

The BD701 Summary by Account reports a summary of the total budgeted and actual expenditures and revenues by account number within each budget code. Amounts are summarized and displayed at the summary account level (4-digits) for each budget code.

There are three versions of this report – one for Lottery; one for all other agencies, and one for universities only.

Other Management Analysis Reports

Negative Unexpended Authorized Budget

The Negative Unexpended Authorized Budget report (multi-dimensional report) displays the calculation of Authorized Budget minus YTD Fiscal Actual for each expenditure account by budget code. The negative number will be displayed in red. The rows of the report represent detail account data. The columns of the report represent detail budget code data. To view data at each budget code and fund level you will need to drill into the budget code column.

Management Report

The Management report shows available balances for the current period.

MM Open Documents by Account

The MM Open Documents by Account report shows all expenditure accounts at the 3-digit summary level for each budget code. This report only shows current data.

MM Open Documents by Requestor/Vendor

The MM Open Documents by Requestor/Vendor report shows all expenditures by vendor/requestor for each budget code. This report can be filtered to narrow data by document age. This report only shows current data.

Additional Data Available

EAGLE Reports

EAGLE Reports provide information to assist in analysis and reporting for the Enhancing Accountability in Government through Leadership and Education initiatives. All EAGLE reports can be opened using the same procedures as the Financial Analysis reports.

NCAS History

History information will be available for at least seven years. Each year of history will contain the agency cubes and financial and management analysis reports. To access history reports, use the same procedures as with current financial analysis and management analysis reports.

Custom Reports

Users can modify existing Multi-Dimensional Cube reports and save them to their network server or to the custom reports folders. Custom reports saved in the custom reports folder can be viewed by other users within their agency. Also, users can save their custom reports under the My Folder and only they will be able to view them. All custom reports will be updated when NCAS DSS is updated, regardless of where the report is saved.

MDCs

MDCs (multi-dimensional cubes) contain data package information used for report access and creation. These MDCs are the starting point for creating a new report. Creating new reports from MDCs will not be taught in this class.

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Viewing DSS Data

Overview

In order to use DSS Reports, users need to understand the parts of the DSS Reports and how to filter the data in the report. Filtering the data allows users to streamline the data so it will be more pertinent to them.

Opening a Report

The following walkthrough is designed to demonstrate how to open a BD 701 report in DSS and filter the data. Concepts and techniques used for the DSS BD 701 report can be used for other DSS reports.

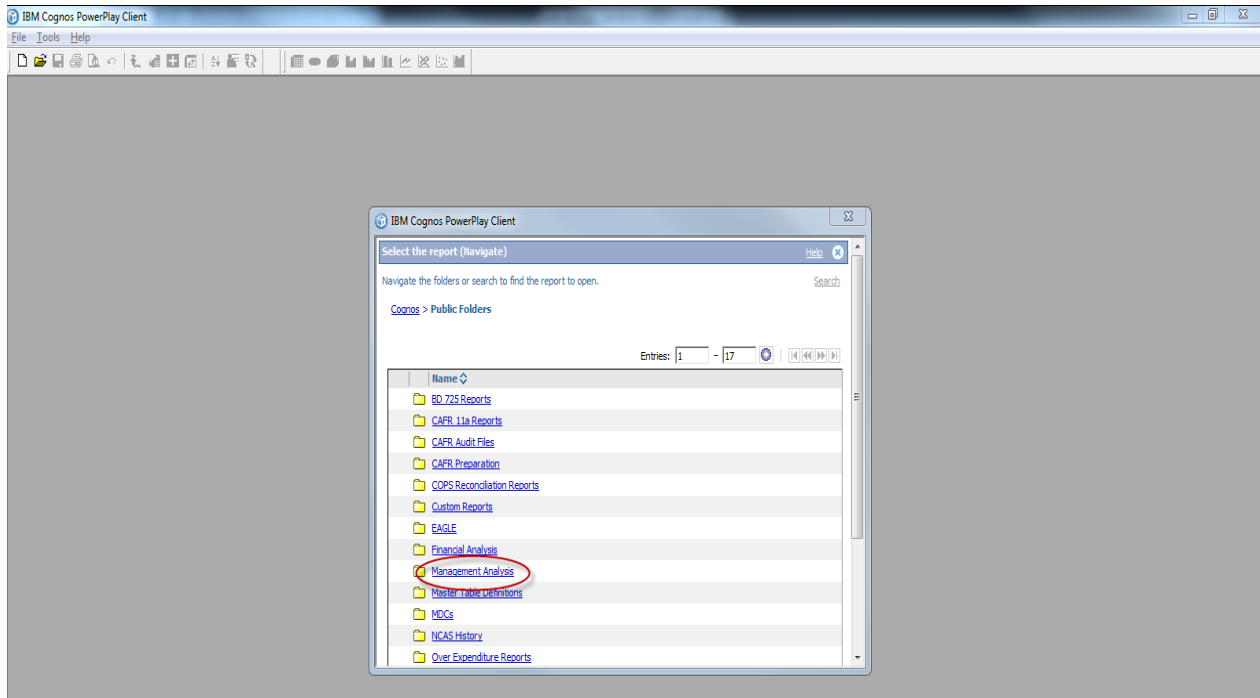
WALKTHROUGH: Opening a DSS BD 701 Report

Scenario

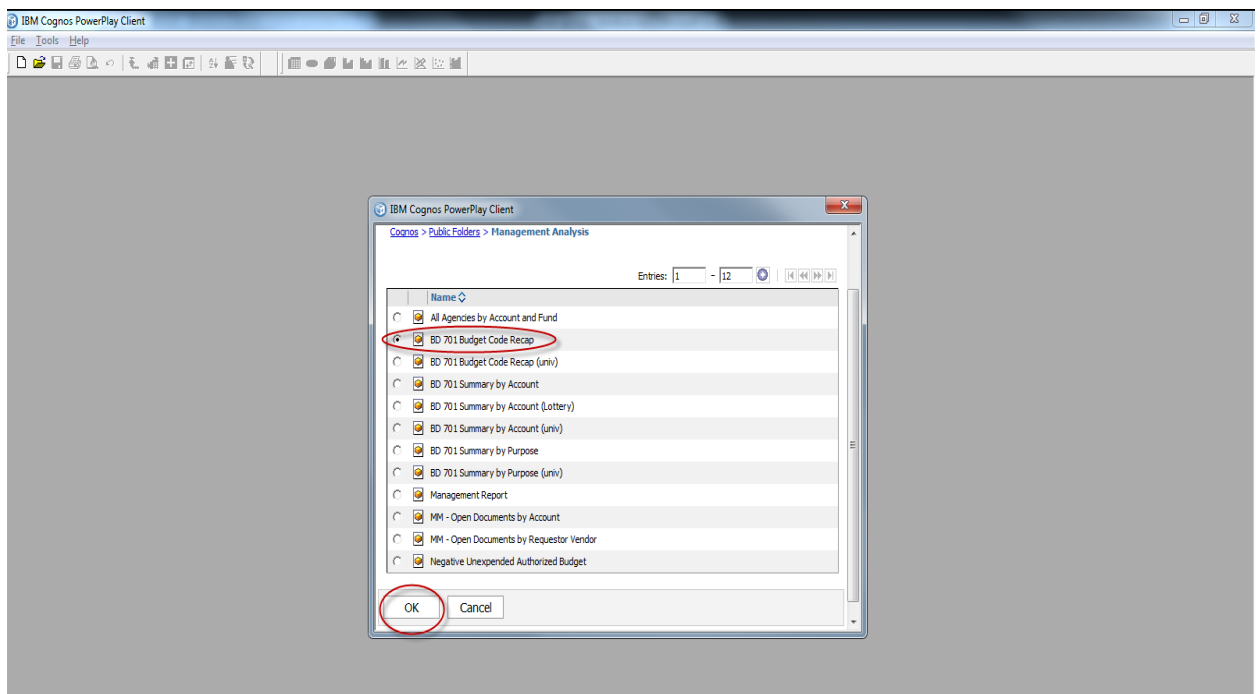
You are a manager at the Department of Public Instruction (DPI), company 08XX. You decide to use DSS to view your budgetary expenditures and detailed accounts. This data is available in the Budget Code Recap Report.

To access NCAS DSS PowerPlay Client

1. To access NCAS DSS IBM Cognos PowerPlay client, go to Start, All Programs, IBM Cognos 10, IBM Cognos PowerPlay.
2. From the Welcome screen, click on the button next to "Open an existing report".
3. From the "Select a Report" window, click on the button next to "Remote".
4. Login to the PowerPlay client by entering your assigned user id and password.
5. From the Public Folders area, click on the Management Analysis folder.



6. Click on the radio button next to the BD701 Budget Code Recap and then click OK. (you may have to scroll down to the bottom of the screen to click OK.)

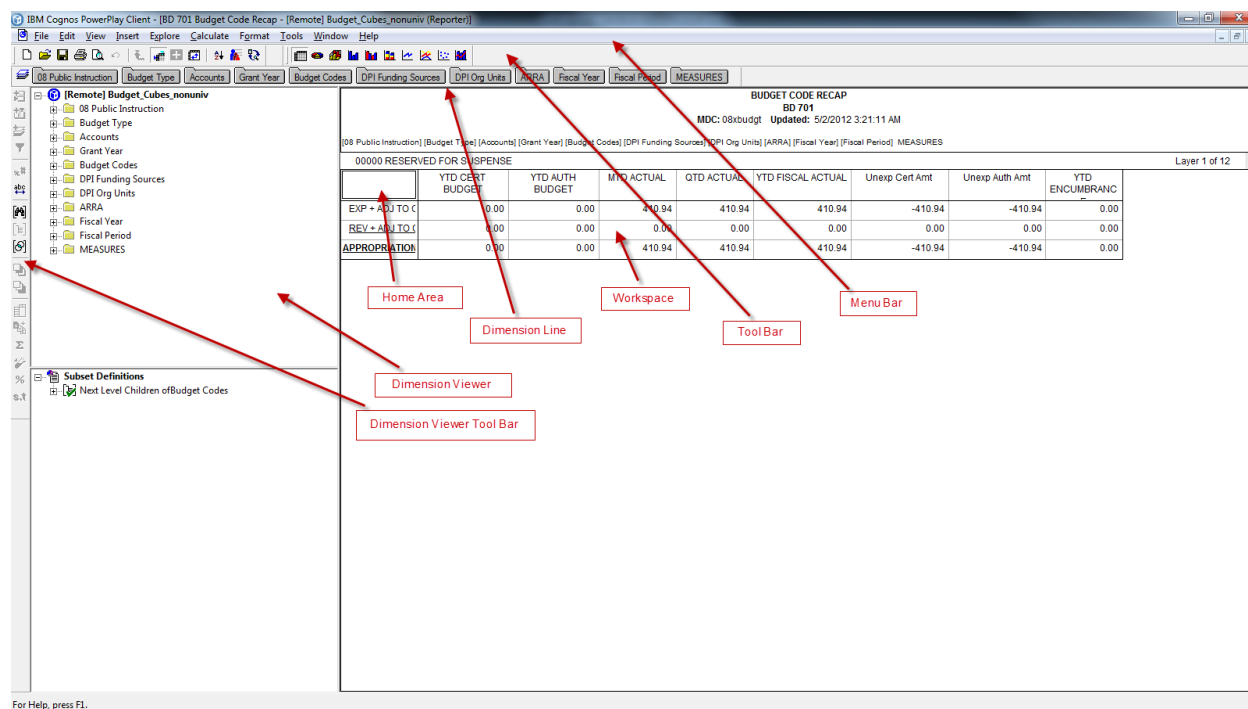


You have successfully opened the BD701 Budget Code Recap report for DPI.

A Tour of the DSS Screen

The DSS screen has

- Menu bar
- Tool bar
- Dimension line
- Home area
- Workspace
- Scroll bar
- Dimension Viewer
- Dimension Viewer Tool Bar



The **Menu bar** contains dropdown menus for all available DSS functions.

The **Help menu** can be used for a detailed explanation of any command discussed in this document.

The **Tool Bar** provides buttons to quickly perform a specific menu bar function. These buttons will be pointed out whenever they are used in a walkthrough.

The **dimension line** contains all the available dimensions for the report. In order to display all the available dimensions at once, the dimension line must be resized. If resizing were not done, the scroll arrows at the end of the dimension line would have to be used to scroll to the desired dimension. The dimension line needs to be resized every time you access the DSS.

The **home area** is a "neutral zone." Positioning the cursor in the home area and clicking the mouse deselects highlighted cells.

The **workspace** is a result of all selections of the available dimensions and the type of graphic display. Walkthroughs and exercises in this handbook utilize cross-tab displays.

A **scroll bar** (not displayed above) below or to the right of the data enables users to scroll through the data whenever the report is too wide or too long for a single screen.

The **dimension viewer** contains data elements (dimensions) that can be added to a report. You add data elements to a report by using the dimension viewer tool bar or by dragging them to the work area.

The **dimension viewer tool bar** is used to add data elements from the dimension viewer to the report.

Filtering

Filtering is a way to narrow the information (instead of viewing all available information) from the DSS database. It is necessary to filter the DSS data because it is delivered at a highly summarized level. Filtering makes the data more meaningful.

Filtering for fiscal year, fiscal period, measures, and budget code are usually the first steps users take to customize their data. During this course whenever it is appropriate, you will filter the data for dimensions.

Filtering Using the Dimension Line

The following walkthrough demonstrates how to use the dimension line to filter for fiscal year and month.

WALKTHROUGH: Using the Dimension Line to Filter for Fiscal Year and Month

SCENARIO

You want to review expenditures. After opening the Budget Code Recap Report for the DPI, you decide to filter the data for fiscal year and month.

Walkthrough Objectives:

- Filter for current year
- Filter for the current month

To filter for the fiscal year

1. Click on or position the cursor over **FISCAL YEAR** on the dimension line to view the list of choices.



2. Click current fiscal year.

FISCAL YEAR is a parent category of the current fiscal year and current fiscal year is a child category of **FISCAL YEAR**.

In the dimension line, the dimension changes from **FISCAL YEAR** in a closed folder to the current fiscal year in a rectangle. This indicates that the data that is being filtered for the current fiscal year is the lowest level for this dimension.

BUDGET CODE RECAP
BD 701
MDC: 08xbudgt Updated: 5/3/2012 3:55:54 AM

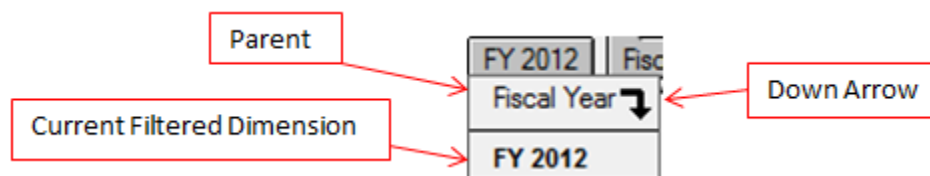
[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [FY 2012] [Fiscal Period] MEASURES

00000 RESERVED FOR SUSPENSE Layer 1 of 12

	YTD CERT BUDGET	YTD AUTH BUDGET	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt	Unexp Auth Amt
EXP + ADJ TO C	0.00	0.00	410.94	410.94	410.94	-410.94	-410.94
REV + ADJ TO C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APPROPRIATION	0.00	0.00	410.94	410.94	410.94	-410.94	-410.94

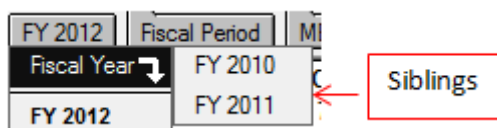
To review the dimension structure

- Position the cursor over the **current fiscal year** on the dimension line.



The current filtered dimension is displayed in bold. A down arrow identifies the parent category.

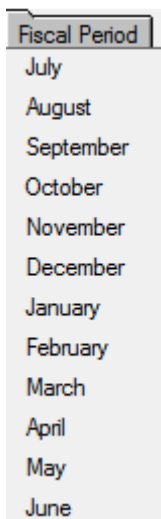
- Position the cursor over the down arrow.



The siblings of the currently filtered dimension are displayed and available for filtering.

To filter for the current month

- Position the cursor over **FISCAL PERIOD** on the dimension line to view the list of choices.



- Click on the current month to select it from the list.

FISCAL PERIOD is a parent category of the current month and the current month is a child category of **FISCAL PERIOD**.

The data is now filtered for the current fiscal year and the current month.

The dimension line displays all the dimensions available for the report. If the dimension line does not display all dimensions at the same time, arrows at each end of the dimension line appear for scrolling left and right through the dimensions.

Filtering Using the Dimension Viewer

The following walkthrough demonstrates how to use the Dimension Viewer to filter the data.

WALKTHROUGH: Using the Dimension Viewer for Filtering

SCENARIO

You want to use the Dimension Viewer to continue filtering.

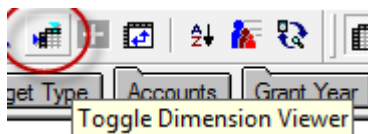
Walkthrough Objectives

- Filter for June
- Filter for the previous year

To open the Dimension Viewer

When you open your reports, if the Dimension Viewer is not open, use the following steps to open.

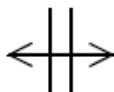
1. Click on the Dimension Viewer button on the Toolbar.



- The Dimension Viewer can also be opened on the menu bar by clicking on **View** and then clicking on **Dimension Viewer** from the dropdown menu.

To resize the Dimension Viewer

2. Position the cursor over the right border of the Dimension Viewer. Notice the cursor changes shape to become a crosshair.



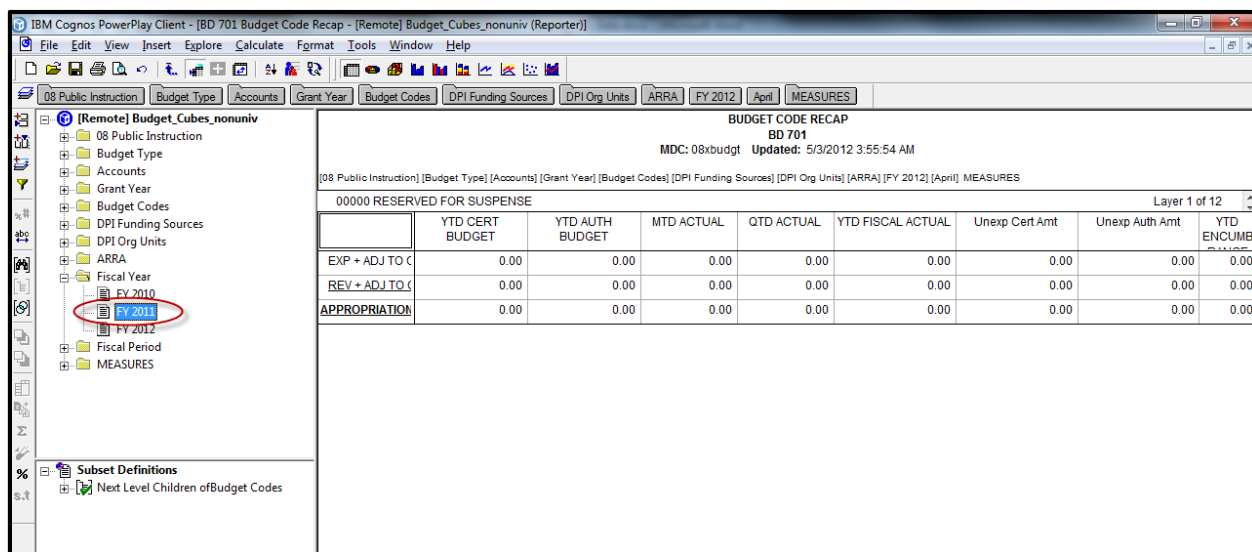
3. Click and drag the border to the right until all dimension titles are visible.

To filter for the previous Year

4. Double-click on **Fiscal Year** dimension.
 - The plus sign indicates a parent category with child categories below. This plus sign can be clicked on instead of double-clicking the parent company.

	YTD CERT BUDGET	YTD AUTH BUDGET	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt	Unexp Auth Amt	YTD ENCUMB
00000 RESERVED FOR SUSPENSE								
EXP + ADJ TO C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REV + ADJ TO C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APPROPRIATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- Click on the previous year in the Dimension Viewer.



IBM Cognos PowerPlay Client - [BD 701 Budget Code Recap - [Remote] Budget_Cubes_nonuniv (Reporter)]

08 Public Instruction | Budget Type | Accounts | Grant Year | Budget Codes | DPI Funding Sources | DPI Org Units | ARRA | FY 2012 | April | MEASURES

[Remote] Budget_Cubes_nonuniv

BUDGET CODE RECAP
BD 701
MDC: 08xbudgt Updated: 5/3/2012 3:55:54 AM

[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [FY 2012] [April] MEASURES

00000 RESERVED FOR SUSPENSE Layer 1 of 12

	YTD CERT BUDGET	YTD AUTH BUDGET	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt	Unexp Auth Amt	YTD ENCUMB
EXP + ADJ TO C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REV + ADJ TO C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APPROPRIATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Subset Definitions
Next Level Children of Budget Codes

- Click on the Filter button on the Dimension Viewer toolbar.



The Dimension Viewer can be used to efficiently filter when the dimension being filtered is a complex dimension, such as Accounts. When using the dimension line, the DSS user would filter for each level of the dimension, but with the Dimension Viewer, the user can drill down to the level to filter, and then click on the filter button.

- Double-click on **Fiscal Year** to close the dimension. Or, click on the minus sign next to **Fiscal Year** to close the dimension.

To Filter for June

- Double-click on **Fiscal Period** dimension.
 - The plus sign indicates a parent category with child categories below. This plus sign can be clicked on instead of double-clicking on the parent category.
- Click on June in the Dimension Viewer.
- Click on the Filter Button on the Dimension Viewer toolbar.

IBM Cognos PowerPlay Client - [BD 701 Budget Code Recap - [Remote] Budget_Cubes_nonuniv (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

08 Public Instruction Budget Type Accounts Grant Year Budget Codes DPI Funding Sources DPI Org Units ARRA FY 2011 June MEASURES

BUDGET CODE RECAP
BD 701
MDC: 08xbudget Updated: 5/3/2012 3:55:54 AM

[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [FY 2011] [June] MEASURES

00000 RESERVED FOR SUSPENSE Layer 1 of 12

	YTD CERT BUDGET	YTD AUTH BUDGET	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt	Unexp Auth Amt	YTD ENCUMB
EXP + ADJ TO C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REV + ADJ TO C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APPROPRIATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

1. Double-click on Fiscal Period to open the dimension.

2. Click on June to select the desired month.

3. Click on the Filter button to filter the data in the report.

4. The report is now filtered for June of the previous year.

The DSS report displays the data filtered for June of the previous year.

To close the Dimension Viewer

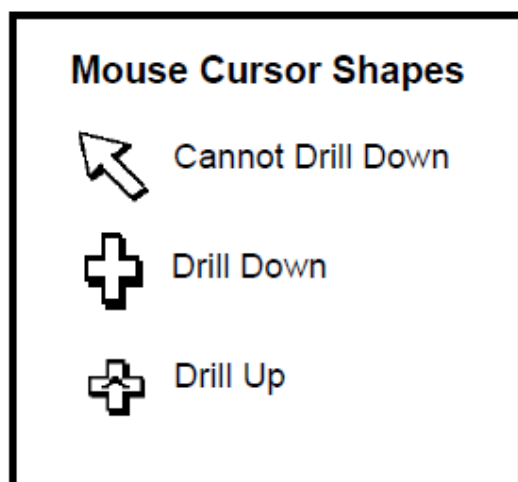
11. Click on the Dimension Viewer button on the toolbar.

- The Dimension Viewer can also be closed on the menu bar by clicking on **View** on the menu bar and then clicking on **Dimension Viewer** from the dropdown menu.

Drilling

Drilling is a method used in the DSS to obtain either more detailed or more summarized information, depending on whether you drill down or up. Drilling down on a dimension gives you more detailed data. Drilling up on a dimension returns the data to a more summarized level.

The DSS uses the mouse cursor shapes to indicate where data can be drilled down. The mouse cursor has three distinct shapes when positioned over data: the normal arrow shape, the plus sign and the plus sign with an up arrow. The following walkthrough teaches you how to uncover detailed data at points indicated by the plus sign.



The following walkthroughs demonstrate drilling down to obtain detailed data and then drilling back up to summarized data again. In the previous walkthroughs, you opened the DSS, selected the budget view, selected a budget database for the DPI, filtered for fiscal year and month, and are now ready to customize the view by drilling down.

WALKTHROUGH: Drilling Down

SCENARIO

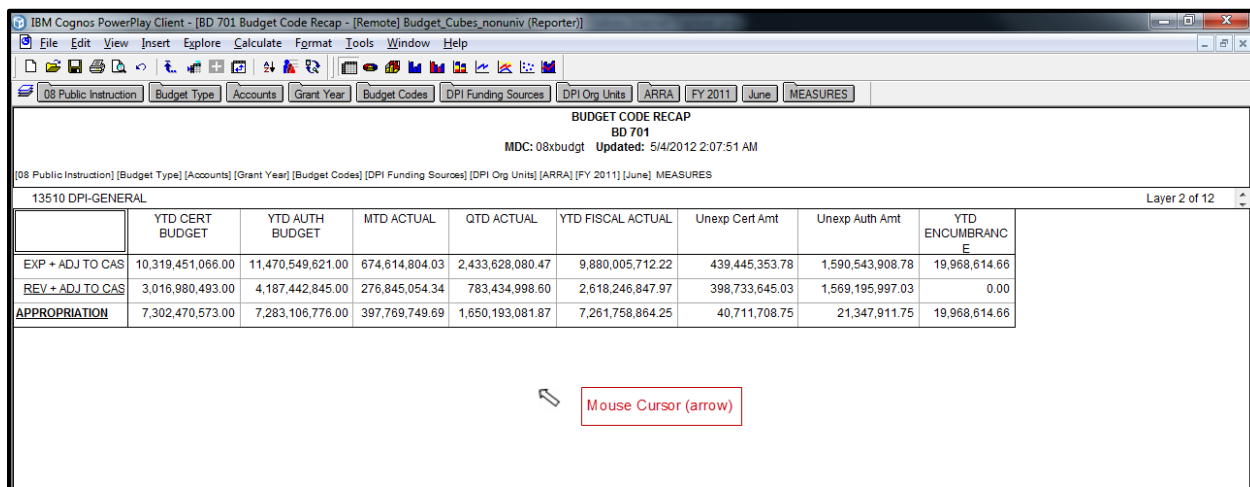
You are a manager at the DPI and are reviewing your expenditures. You notice that the 5328 Communications and Data Processing balance is high. You plan to drill down to see the detailed accounts. You expect that account 532822 Managed Lan Svc Charge is probably the reason for the high expenditure in the 5328 accounts.

Walkthrough Objectives

- Drill down to account 532822

To drill down on expenditures until the 5328 accounts are uncovered

- Notice the shape of the mouse cursor.
1. Position the mouse cursor in the blank workspace. The arrow shape indicates you may not drill down.



IBM Cognos PowerPlay Client - [BD 701 Budget Code Recap - [Remote] Budget_Cubes_nonuniv (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

08 Public Instruction Budget Type Accounts Grant Year Budget Codes DPI Funding Sources DPI Org Units ARRA FY 2011 June MEASURES

BUDGET CODE RECAP
BD 701
MDC: 08xbudget Updated: 5/4/2012 2:07:51 AM

[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [FY 2011] [June] MEASURES

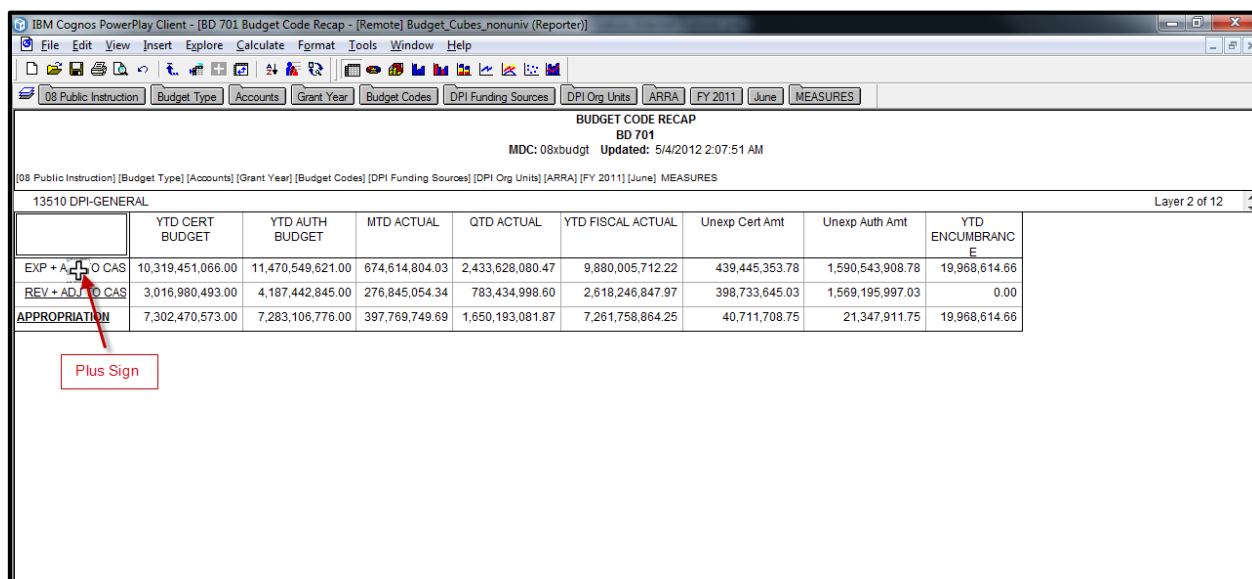
13510 DPI-GENERAL Layer 2 of 12

	YTD CERT BUDGET	YTD AUTH BUDGET	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt	Unexp Auth Amt	YTD ENCUMBRANC E
EXP + ADJ TO CAS	10,319,451,066.00	11,470,549,621.00	674,614,804.03	2,433,628,080.47	9,880,005,712.22	439,445,353.78	1,590,543,908.78	19,968,614.66
REV + ADJ TO CAS	3,016,980,493.00	4,187,442,845.00	276,845,054.34	783,434,998.60	2,618,246,847.97	398,733,645.03	1,569,195,997.03	0.00
APPROPRIATION	7,302,470,573.00	7,283,106,776.00	397,769,749.69	1,650,193,081.87	7,261,758,864.25	40,711,708.75	21,347,911.75	19,968,614.66

Mouse Cursor (arrow)

2. Now position the mouse cursor over the row dimension **EXP + ADJ TO CASH**. Notice that the cursor changes to a plus sign.

The plus sign indicates that **EXP +ADJ TO CASH** can be drilled down on. The **EXP +ADJ TO CASH** is a summary point in the **ACCOUNTS** dimension. The DSS users can always drill down on summary points to obtain more detailed information. A summary point is also referred to as a parent and a detail point is referred to as a child.



IBM Cognos PowerPlay Client - [BD 701 Budget Code Recap - [Remote] Budget_Cubes_nonuniv (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

08 Public Instruction Budget Type Accounts Grant Year Budget Codes DPI Funding Sources DPI Org Units ARRA FY 2011 June MEASURES

BUDGET CODE RECAP
BD 701
MDC: 08xbudget Updated: 5/4/2012 2:07:51 AM

[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [FY 2011] [June] MEASURES

13510 DPI-GENERAL Layer 2 of 12

	YTD CERT BUDGET	YTD AUTH BUDGET	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt	Unexp Auth Amt	YTD ENCUMBRANC E
EXP + ADJ TO CAS	10,319,451,066.00	11,470,549,621.00	674,614,804.03	2,433,628,080.47	9,880,005,712.22	439,445,353.78	1,590,543,908.78	19,968,614.66
REV + ADJ TO CAS	3,016,980,493.00	4,187,442,845.00	276,845,054.34	783,434,998.60	2,618,246,847.97	398,733,645.03	1,569,195,997.03	0.00
APPROPRIATION	7,302,470,573.00	7,283,106,776.00	397,769,749.69	1,650,193,081.87	7,261,758,864.25	40,711,708.75	21,347,911.75	19,968,614.66

Plus Sign

To Drill down on EXP + ADJ TO CASH

3. Double-click on the row labeled **EXP + ADJ TO CASH**.

IBM Cognos PowerPlay Client - [BD 701 Budget Code Recap - (Remote) Budget_Cubes_nonuniv (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

08 Public Instruction Budget Type Accounts Grant Year Budget Codes DPI Funding Sources DPI Org Units ARRA FY 2011 June MEASURES

BUDGET CODE RECAP
BD 701
MDC: 08xbudget Updated: 5/4/2012 2:07:51 AM

[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [FY 2011] [June] MEASURES

13510 DPI-GENERAL Layer 2 of 12

	YTD CERT BUDGET	YTD AUTH BUDGET	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt	Unexp Auth Amt	YTD ENCUMBRANC E
EXP + ADJ TO CASH	10,319,451,066.00	11,470,549,621.00	674,614,804.03	2,433,628,080.47	9,880,005,712.22	439,445,353.78	1,590,543,908.78	19,968,614.66
EXPENDITURES	10,319,451,066.00	11,470,549,621.00	674,614,804.03	2,433,628,080.47	9,880,005,712.22	439,445,353.78	1,590,543,908.78	19,968,614.66
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REV + ADJ TO CASH	3,016,980,493.00	4,187,442,845.00	276,845,054.34	783,434,998.60	2,618,246,847.97	398,733,645.03	1,569,195,997.03	0.00
APPROPRIATION	7,302,470,573.00	7,283,106,776.00	397,769,749.69	1,650,193,081.87	7,261,758,864.25	40,711,708.75	21,347,911.75	19,968,614.66

Plus Sign

DSS expands the summary point EXP + ADJ TO CASH in order to display the Expenditures and Adjustments to Cash summary points. Notice that the plus sign cursor indicates that summary point Expenditures can be drilled down.

- Double-click on **EXPENDITURES**.

To Drill down on 532 PURCHASED SERVICES

- Double-click on the row labeled **532 PURCHASED SERVICES**.

IBM Cognos PowerPlay Client - [BD 701 Budget Code Recap - (Remote) Budget_Cubes_nonuniv (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

08 Public Instruction Budget Type Accounts Grant Year Budget Codes DPI Funding Sources DPI Org Units ARRA FY 2011 June MEASURES

BUDGET CODE RECAP
BD 701
MDC: 08xbudget Updated: 5/4/2012 2:07:51 AM

[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [FY 2011] [June] MEASURES

13510 DPI-GENERAL Layer 2 of 12

	YTD CERT BUDGET	YTD AUTH BUDGET	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt	Unexp Auth Amt	YTD ENCUMBRANC E
EXP + ADJ TO CASH	10,319,451,066.00	11,470,549,621.00	674,614,804.03	2,433,628,080.47	9,880,005,712.22	439,445,353.78	1,590,543,908.78	19,968,614.66
EXPENDITURES	10,319,451,066.00	11,470,549,621.00	674,614,804.03	2,433,628,080.47	9,880,005,712.22	439,445,353.78	1,590,543,908.78	19,968,614.66
531 PERSONAL SER	93,511,550.00	98,128,129.00	12,183,767.24	23,753,967.03	85,632,033.37	7,879,516.63	12,496,095.63	0.00
532 PURCHASED SE	253,190,216.00	278,175,706.00	30,708,280.30	73,866,477.99	226,963,444.94	26,226,771.06	51,212,261.06	18,645,892.34
5321 PURCHASED	230,413,336.00	244,617,828.00	29,299,399.54	68,541,792.92	200,617,250.29	29,796,085.71	44,000,577.71	17,245,316.19
5322 UTILITY/ENER	253,515.00	279,520.00	11,759.44	30,657.73	141,714.94	111,800.06	137,805.06	0.00
5323 REPAIR SERV	129,032.00	238,235.00	5,653.94	8,925.54	98,172.24	30,859.76	140,062.76	85,974.02
5324 MAINTENANC	976,680.00	8,377,487.00	-992,695.25	271,264.64	7,982,462.02	-7,005,782.02	395,024.98	6,845.63
5325 RENTALS/LE	2,921,362.00	3,110,176.00	279,657.28	625,455.19	2,105,273.92	816,088.08	1,004,902.08	56,816.62
5327 TRAVEL & OT	9,658,733.00	7,501,692.00	442,980.59	1,161,690.54	4,812,965.18	4,845,767.82	2,688,726.82	135.00
5328 COMM. & CA	8,002,803.00	13,343,495.00	1,578,317.77	3,040,487.42	10,699,646.19	-2,696,843.19	2,643,848.81	1,249,759.88
5329 OTHER SERV	834,755.00	707,273.00	83,206.99	186,204.01	505,960.16	328,794.84	201,312.84	1,045.00
533 SUPPLIES	9,440,322.00	6,678,621.00	157,897.15	1,117,348.01	3,531,063.13	5,909,258.87	3,147,557.87	383,678.43
534 PROPERTY, PL	7,505,147.00	8,697,811.00	239,652.43	286,963.51	1,497,654.26	6,007,492.74	7,200,156.74	667,245.77
535 OTHER EXPENS	28,564,221.00	45,724,084.00	819,450.95	1,252,584.19	22,229,970.18	6,334,250.82	23,494,113.82	271,798.12
536 AID & PUBLIC AS	9,756,490,292.00	10,874,445,608.00	600,869,741.44	2,290,643,032.20	9,394,920,496.30	361,569,795.70	1,479,525,111.70	0.00
537 RESERVES	53,995,981.00	10,526,149.00	211,080.00	211,080.00	211,080.00	53,784,901.00	10,315,069.00	0.00
538 INTRAGOVERNM	116,753,337.00	148,173,513.00	29,424,934.52	42,496,627.54	145,019,970.04	-28,266,633.04	3,153,542.96	0.00
ADJUSTMENTS TO CA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REV + ADJ TO CASH	3,016,980,493.00	4,187,442,845.00	276,845,054.34	783,434,998.60	2,618,246,847.97	398,733,645.03	1,569,195,997.03	0.00
APPROPRIATION	7,302,470,573.00	7,283,106,776.00	397,769,749.69	1,650,193,081.87	7,261,758,864.25	40,711,708.75	21,347,911.75	19,968,614.66

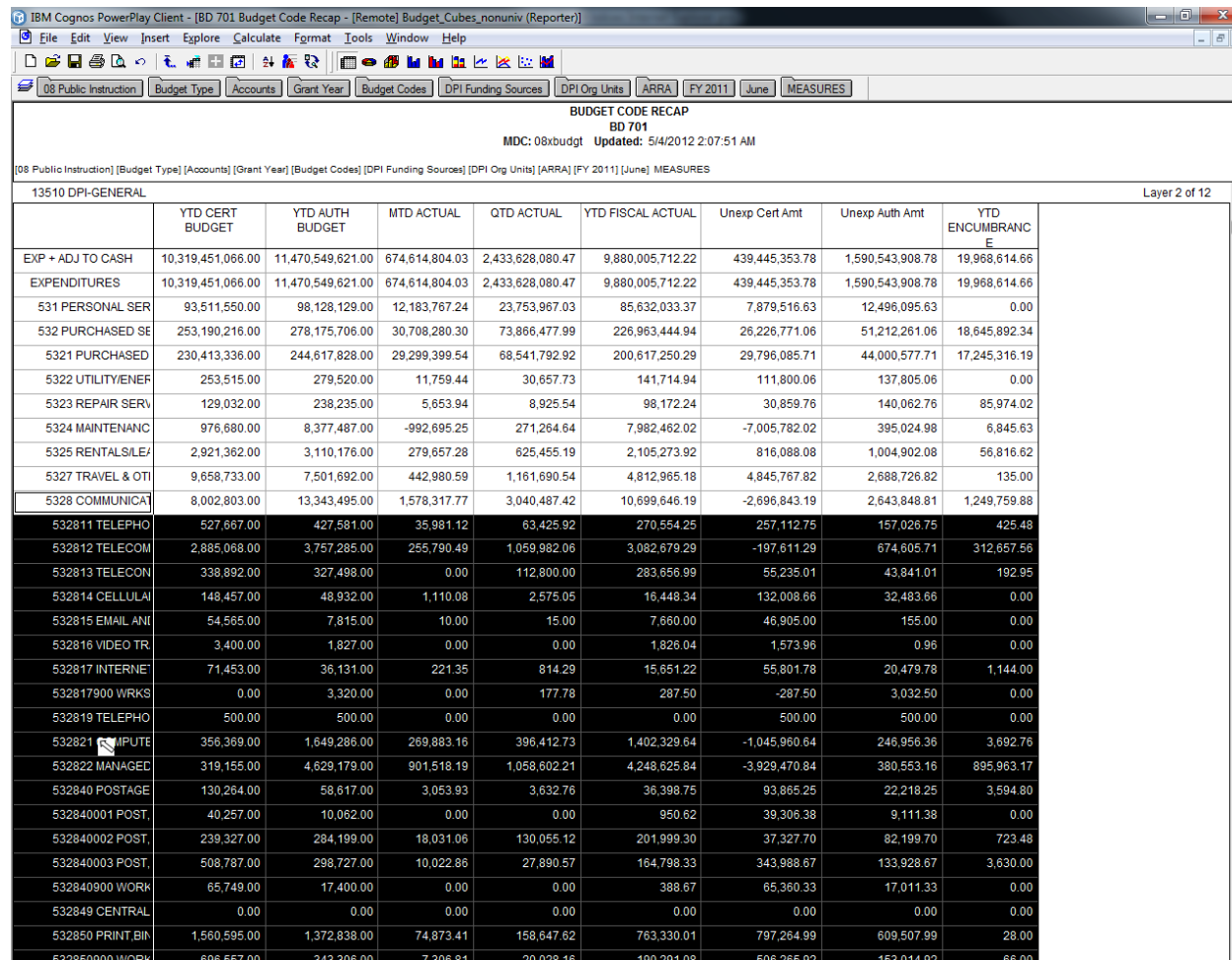
Plus Sign

DSS has expanded in order to display the 4-digit summary accounts.

The plus sign cursor indicates **5328 COMMUNICATIONS AND DATA PROCESSING** can be drilled down.

To drill down on the row **5328 COMMUNICATIONS AND DATA PROCESSING**

6. Double-click on the row labeled **5328 COMMUNICATIONS AND DATA PROCESSING**.



	YTD CERT BUDGET	YTD AUTH BUDGET	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt	Unexp Auth Amt	YTD ENCUMBRANCE
EXP + ADJ TO CASH	10,319,451,066.00	11,470,549,621.00	674,614,804.03	2,433,628,080.47	9,880,005,712.22	439,445,353.78	1,590,543,908.78	19,968,614.66
EXPENDITURES	10,319,451,066.00	11,470,549,621.00	674,614,804.03	2,433,628,080.47	9,880,005,712.22	439,445,353.78	1,590,543,908.78	19,968,614.66
531 PERSONAL SER	93,511,550.00	98,128,129.00	12,183,767.24	23,753,967.03	85,632,033.37	7,879,516.63	12,496,095.63	0.00
532 PURCHASED SE	253,190,216.00	278,175,706.00	30,708,280.30	73,866,477.99	226,963,444.94	26,226,771.06	51,212,261.06	18,645,892.34
5321 PURCHASED	230,413,336.00	244,617,828.00	29,299,399.54	68,541,792.92	200,617,250.29	29,796,085.71	44,000,577.71	17,245,316.19
5322 UTILITY/ENER	253,515.00	279,520.00	11,759.44	30,657.73	141,714.94	111,800.06	137,805.06	0.00
5323 REPAIR SERV	129,032.00	238,235.00	5,653.94	8,925.54	98,172.24	30,859.76	140,062.76	85,974.02
5324 MAINTENANC	976,680.00	8,377,487.00	-992,695.25	271,264.64	7,982,462.02	-7,005,782.02	395,024.98	6,845.63
5325 RENTALS/ILE	2,921,362.00	3,110,176.00	279,657.28	625,455.19	2,105,273.92	816,088.08	1,004,902.08	56,816.62
5327 TRAVEL & OTI	9,658,733.00	7,501,692.00	442,980.59	1,161,690.54	4,812,965.18	4,845,767.82	2,688,726.82	135.00
5328 COMMUNICA	8,002,803.00	13,343,495.00	1,578,317.77	3,040,487.42	10,699,646.19	-2,696,843.19	2,643,848.81	1,249,759.88
532811 TELEPHO	527,667.00	427,581.00	35,981.12	63,425.92	270,554.25	257,112.75	157,026.75	425.48
532812 TELECOM	2,885,068.00	3,757,285.00	255,790.49	1,059,982.06	3,082,679.29	-197,611.29	674,605.71	312,657.56
532813 TELECON	338,892.00	327,498.00	0.00	112,800.00	283,656.99	55,235.01	43,841.01	192.95
532814 CELLULAI	148,457.00	48,932.00	1,110.08	2,575.05	16,448.34	132,008.66	32,483.66	0.00
532815 EMAIL ANI	54,585.00	7,815.00	10.00	15.00	7,660.00	46,905.00	155.00	0.00
532816 VIDEO TR	3,400.00	1,827.00	0.00	0.00	1,826.04	1,573.96	0.96	0.00
532817 INTERNE	71,453.00	36,131.00	221.35	814.29	15,651.22	55,801.78	20,479.78	1,144.00
532817900 WRKS	0.00	3,320.00	0.00	177.78	287.50	-287.50	3,032.50	0.00
532819 TELEPHO	500.00	500.00	0.00	0.00	0.00	500.00	500.00	0.00
532821 COMPUTE	356,369.00	1,649,286.00	269,883.16	396,412.73	1,402,329.64	-1,045,960.64	246,956.36	3,692.76
532822 MANAGED	319,155.00	4,629,179.00	901,518.19	1,058,602.21	4,248,625.84	-3,929,470.84	380,553.16	895,963.17
532840 POSTAGE	130,264.00	58,617.00	3,053.93	3,632.76	36,398.75	93,865.25	22,218.25	3,594.80
532840001 POST	40,257.00	10,062.00	0.00	0.00	950.62	39,306.38	9,111.38	0.00
532840002 POST	239,327.00	284,199.00	18,031.06	130,055.12	201,999.30	37,327.70	82,199.70	723.48
532840003 POST	508,787.00	298,727.00	10,022.86	27,890.57	164,798.33	343,988.67	133,928.67	3,630.00
532840900 WORK	65,749.00	17,400.00	0.00	0.00	388.67	65,360.33	17,011.33	0.00
532849 CENTRAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
532850 PRINT.BIN	1,560,595.00	1,372,838.00	74,873.41	158,647.62	763,330.01	797,264.99	609,507.99	28.00
532850900 WORK	696,557.00	343,306.00	7,306.81	20,028.16	190,291.08	506,265.92	153,014.92	66.00

Notice that when the cursor is positioned over the **532822 MANAGED LAN SVC CHARGE** account, it is displayed as an arrow. The arrow indicates that this account cannot be drilled down any further. **532822 MANAGED LAN SVC CHARGE** is a detail point, not a summary point. Detail points are at the lowest point of the dimension hierarchy and indicate that you cannot drill down any further.

Notice when the cursor is positioned over the **5328 COMMUNICATIONS AND DATA PROCESSING**, it is displayed as a plus sign with an up arrow. This special plus sign indicates that the account can be drilled up.

You have now successfully drilled down on your expenditures to find out how much you spent for Managed Lan Svc charges.

WALKTHROUGH: Drilling Up

SCENARIO

After drilling down to uncover details, you want to review the data at a more summarized level.

Walkthrough Objectives

- Drill up to all Expenditures

To drill up on rows

1. Position the cursor over the row label 5328. Notice the cursor is a plus sign with an up arrow in the middle. This special sign indicates that the account can be drilled up.



IBM Cognos PowerPlay Client - [BD 701 Budget Code Recap - [Remote] Budget_Cubes_nonuniv (Reporter)]

08 Public Instruction | Budget Type | Accounts | Grant Year | Budget Codes | DPI Funding Sources | DPI Org Units | ARRA | FY 2011 | June | MEASURES

BUDGET CODE RECAP
BD 701
MDC: 08xbudget Updated: 5/4/2012 2:07:51 AM

08 Public Instruction | Budget Type | Accounts | Grant Year | Budget Codes | DPI Funding Sources | DPI Org Units | ARRA | FY 2011 | June | MEASURES

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Plus Sign with up arrow	YTD CERT BUDGET	YTD AUTH BUDGET	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt	Unexp Auth Amt	YTD ENCUMBRANCE
EXP + ADJ TO CASH	10,319,451,066.00	11,470,549,621.00	674,614,804.03	2,433,628,080.47	9,880,005,712.22	439,445,353.78	1,590,543,908.78	19,968,614.66
EXPENDITURES	10,319,451,066.00	11,470,549,621.00	674,614,804.03	2,433,628,080.47	9,880,005,712.22	439,445,353.78	1,590,543,908.78	19,968,614.66
531 PERSONAL SER	93,511,550.00	98,128,129.00	12,183,767.24	23,753,967.03	85,632,033.37	7,879,516.63	12,496,095.63	0.00
532 PURCHASED SE	253,190,216.00	278,175,706.00	30,708,280.30	73,866,477.99	226,963,444.94	26,226,771.06	51,212,261.06	18,645,892.34
5321 PURCHASED	230,413,336.00	244,617,828.00	29,299,399.54	68,541,792.92	200,617,250.29	29,796,085.71	44,000,577.71	17,245,316.19
5322 UTILITY/ENER	253,515.00	279,520.00	11,759.44	30,657.73	141,714.94	111,800.06	137,805.06	0.00
5323 REPAIR SERV	129,032.00	238,235.00	5,653.94	8,925.54	98,172.24	30,859.76	140,062.76	85,974.02
5324 MAINTENANC	976,680.00	8,377,487.00	-992,695.25	271,264.64	7,982,462.02	-7,005,782.02	395,024.98	6,845.63
5325 RENTAL/STLE	2,921,362.00	3,110,176.00	279,657.28	625,455.19	2,105,273.92	816,088.08	1,004,902.08	56,816.62
5327 TRAVEL & OTI	9,658,733.00	7,501,692.00	442,980.59	1,161,690.54	4,812,965.18	4,845,767.82	2,688,726.82	135.00
5328 COMMUNICATIONS AND DATA PROCESSING	8,002,803.00	13,343,495.00	1,578,317.77	3,040,487.42	10,699,646.19	-2,696,843.19	2,643,848.81	1,249,759.88
532811 TELEPHO	527,667.00	427,581.00	35,981.12	63,425.92	270,554.25	257,112.75	157,026.75	425.48
532812 TELECOM	2,885,068.00	3,757,285.00	255,790.49	1,059,982.06	3,082,679.29	-197,611.29	674,605.71	312,657.56
532813 TELECON	338,892.00	327,498.00	0.00	112,800.00	283,656.99	55,235.01	43,841.01	192.95
532814 CELLULAR	148,457.00	48,932.00	1,110.08	2,575.05	16,448.34	132,008.66	32,483.66	0.00
532815 EMAIL ANI	54,585.00	7,815.00	10.00	15.00	7,660.00	46,905.00	155.00	0.00
532816 VIDEO TR	3,400.00	1,827.00	0.00	0.00	1,826.04	1,573.96	0.96	0.00
532817 INTERNET	71,453.00	36,131.00	221.35	814.29	15,651.22	55,801.78	20,479.78	1,144.00
532817900 WRKS	0.00	3,320.00	0.00	177.78	287.50	-287.50	3,032.50	0.00
532819 TELEPHO	500.00	500.00	0.00	0.00	0.00	500.00	500.00	0.00
532821 COMPUTE	356,369.00	1,649,286.00	269,883.16	396,412.73	1,402,329.64	-1,045,960.64	246,956.36	3,692.76
532822 MANAGED	319,155.00	4,629,179.00	901,518.19	1,058,602.21	4,248,625.84	-3,929,470.84	380,553.16	895,963.17

2. Double-click on the summary row **5328 COMMUNICATIONS AND DATA PROCESSING**.
3. Double-click on the summary row **532 PURCHASED SERVICES**.
4. Double-click on the summary row **EXPENDITURES**.
5. Double-click on summary row **EXP + ADJ TO CASH**.
6. Position the cursor over the row **APPROPRIATION**. Notice the cursor becomes an arrow. The arrow indicates that you cannot drill because it is a calculation.

Substituting Dimensions

Any dimension from the dimension line or dimension viewer can be used as a row or column. Changing row and column dimensions changes the focus of the data presentation to emphasize other dimensions.

The following walkthrough demonstrates how to substitute a new dimension for the current row or column dimension.

WALKTHROUGH: Substituting Dimensions in Rows and Columns

SCENARIO

You are a manager at the DPI, the Department of Public Instruction, company 08XX. You have been asked to submit a budget for Computer/ Data Processing Services for the next fiscal year. In order to plan a budget, you decide to use the DSS to review your expenditures and detailed accounts. You want to see the expenditures for account 532821 COMPUTER/ DATA PROCESS SVC for all budget codes and for all months in the current fiscal year. You decide that changing the dimensions in the rows and columns will give you the data you need.

Walkthrough Objectives

- Change columns to months
- Change rows to Budget Codes
- Filter for account 532821
- Filter for MTD ACTUAL

To display All Budget Codes as rows

1. From the menu bar, click **Explore**.
2. Click **Swap**.
3. Click **Rows and Layers**.

IBM Cognos PowerPlay Client - [BD 701 Budget Code Recap - (Remote) Budget_Cubes_nonuniv (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

08 Public Instruction Budget

Swap
Change Display
Suppress
Automatic Exceptions
Custom Exceptions...
Reset Dimensions
Nested Charts

Rows and Columns
Rows and Layers
Columns and Layers

DPI Org Units ARRA FY 2011 June MEASURES

BUDGET CODE RECAP
BD 701
MDC: 08xbudgt Updated: 5/4/2012 2:07:51 AM

PI Funding Sources [DPI Org Units] [ARRA] [FY 2011] [June] MEASURES

Layer 2 of 12

	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt	Unexp Auth Amt	YTD ENCUMBRANCE
EXP + ADJ TO CASH 10.	674,614,804.03	2,433,628,080.47	9,880,005,712.22	439,445,353.78	1,590,543,908.78	19,968,614.66
REV + ADJ TO CASH 3.	276,845,054.34	783,434,998.60	2,618,246,847.97	398,733,645.03	1,569,195,997.03	0.00
APPROPRIATION 7.	397,769,749.69	1,650,193,081.87	7,261,758,864.25	40,711,708.75	21,347,911.75	19,968,614.66

Before adding months as the columns, it is necessary to delete the current columns. Since we will filter for account 532821, we will also delete the layers.

To delete the columns, from the menu bar

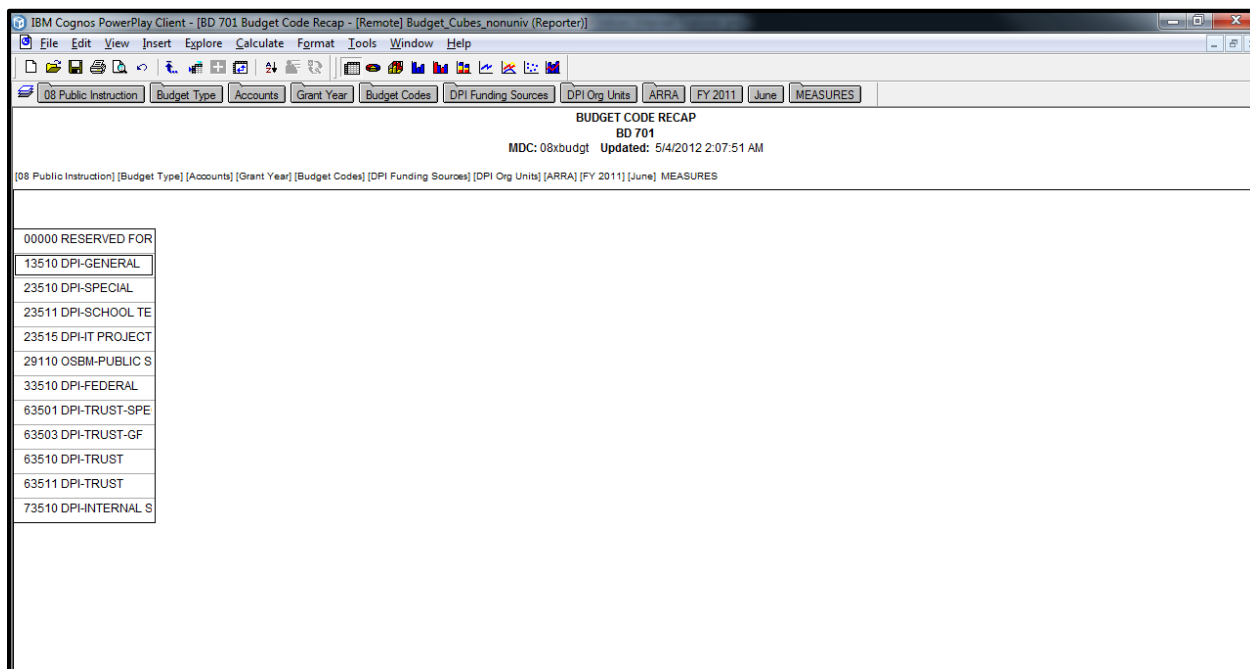
4. Click on **Edit**.
5. Click on **Select**.
6. Click on **Columns**.
7. Press the **Delete** key on the keyboard.

The screenshot shows the IBM Cognos PowerPlay Client interface. The title bar indicates the report is 'BD 701 Budget Code Recap'. The menu bar includes File, Edit, View, Insert, Explore, Calculate, Format, Tools, Window, and Help. The 'Edit' menu is open, showing options like Undo, Redo, Cut, Copy, Paste, and Paste Special. The 'Select' option is highlighted, and a sub-menu is open showing 'Rows', 'Columns', and 'Layers'. The 'Columns' option is selected. The main table, titled 'BUDGET CODE RECAP BD 701', displays budget data for various categories. The table has columns for TDT AUTH BUDGET, MTD ACTUAL, QTD ACTUAL, YTD FISCAL ACTUAL, Unexp Cert Amt, Unexp Auth Amt, and YTD ENCUMBRANCE. The data is organized by account numbers and descriptions.

	TD AUTH BUDGET	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt	Unexp Auth Amt	YTD ENCUMBRANCE
00000 F			0.00	0.00	0.00	0.00	0.00
13510 C			2,433,628,080.47	9,880,005,712.22	439,445,353.78	1,590,543,908.78	19,968,614.66
23510 DPI-SPECIAL	604,575,700.00		92,843,282.39	460,481,389.17	144,094,310.83	506,844,491.25	0.00
23511 DPI-SCHOOL TE	37,927,690.00		4,453,246.79	25,034,612.49	12,893,077.51	5,438,805.51	0.00
23515 DPHIT PROJECT	7,158,286.00		369,113.93	16,713,640.62	-9,555,354.62	12,784,606.38	1,454,971.10
29110 OSBM-PUBLIC S	195,410,637.00	325,410,637.00	16,099,185.75	133,505,632.55	305,909,276.25	-110,498,639.25	19,501,360.75
33510 DPI-FEDERAL	0.00	2,149,911,787.09	142,785,417.30	438,277,094.01	1,548,587,233.56	-1,548,587,233.56	601,324,553.53
63501 DPI-TRUST-SPE	18,660,509.00	18,603,838.00	332,207.61	6,486,004.43	18,130,355.86	530,153.14	473,482.14
63503 DPI-TRUST-GF	12,416,452.00	25,165,978.00	1,470,491.58	5,166,787.65	18,257,633.24	-5,841,181.24	6,908,344.76
63510 DPI-TRUST	10,466,250.00	20,466,250.00	4,148,802.16	8,782,296.26	23,502,212.52	-13,035,962.52	-3,035,962.52
63511 DPI-TRUST	34,082,058.00	45,785,154.00	3,424,947.50	10,783,813.62	43,834,934.84	-9,752,876.84	1,950,219.16
73510 DPI-INTERNAL S	75,566,407.00	145,419,273.00	2,360,268.71	11,630,395.69	101,244,161.07	-25,677,754.07	44,175,111.93

To delete layers, from the menu bar

8. Click on **Edit**.
9. Click on **Select**.
10. Click on **Layers**.
11. Press the **Delete** key on the keyboard.



To add months as columns, from the dimension viewer toolbar

12. The report needs to be filtered for all fiscal periods in order to use months as columns. Click on June on the Dimension line and select **Fiscal Period**.
13. Click the **Dimension Viewer** button.
14. Click on the Plus Sign beside the **Fiscal Period**.
15. Click on **July**.
16. Press and hold the **Shift** key on the keyboard and click on **June**.
17. On the Dimension toolbar, click **Add as Column**.

The DSS report now has displayed budget codes as rows and months as columns. No amounts will be displayed for future months. Now we have to filter for account 532821.

BUDGET CODE RECAP
BD 701
MDC: 08xbudget Updated: 5/4/2012 2:07:51 AM

[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [FY 2011] [Fiscal Period] MEASURES

	November	December	January	February	March	April	May	June
00000 RESERVED FOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13510 DPI-GENERAL	0.00	0.00	0.00	0.00	3,975,133,965.59	2,915,552,592.88	1,800,343,352.88	815,240,055.88
23510 DPI-SPECIAL	0.00	0.00	0.00	0.00	1,161,440,792.00	1,205,879,192.00	1,205,679,192.00	1,209,116,400.00
23511 DPI-SCHOOL TE	0.00	0.00	0.00	0.00	75,817,334.00	75,836,357.00	75,836,357.00	75,836,357.00
23515 DPI-IT PROJECT	0.00	0.00	0.00	0.00	11,644,720.00	11,644,720.00	11,644,720.00	12,980,646.00
29110 OSBM-PUBLIC S	0.00	0.00	0.00	0.00	390,821,274.00	390,821,274.00	390,821,274.00	390,821,274.00
33510 DPI-FEDERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63501 DPI-TRUST-SPE	0.00	0.00	0.00	0.00	27,873,564.00	32,694,921.00	32,701,817.00	33,109,831.00
63503 DPI-TRUST-GF	0.00	0.00	0.00	0.00	24,832,904.00	24,832,904.00	24,832,904.00	24,832,904.00
63510 DPI-TRUST	0.00	0.00	0.00	0.00	20,500,000.00	20,500,000.00	20,905,060.00	20,932,500.00
63511 DPI-TRUST	0.00	0.00	0.00	0.00	68,087,174.00	68,087,174.00	68,156,522.00	68,164,116.00
73510 DPI-INTERNAL S	0.00	0.00	0.00	0.00	119,726,131.00	119,726,131.00	119,726,131.00	123,618,026.00

To filter for account 532821

17. Click on the plus sign beside **Accounts**.
18. Click on the plus sign beside **Exp + Adj to Cash**.
19. Click on the plus sign beside **Expenditures**.
20. Click on the plus sign beside **532 Purchased Services**.
21. Click on the plus sign beside **5328 Communication and Data Processing**.
22. Click on **532821 Computer/Data Process Svc**.
23. Click on the **Filter** button on the dimension viewer toolbar.

To filter for current fiscal year

24. Click on the plus sign beside **Fiscal Year**.
25. Click on the current fiscal year.
26. Click on the **Filter** button on the dimension viewer toolbar.
27. Close the **Dimension Viewer**.

IBM Cognos PowerPlay Client - [BD 701 Budget Code Recap - [Remote] Budget_Cubes_nonuniv (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

08 Public Instruction Budget Type 532821 COMPUTER/DATA PROCESS SVC Grant Year Budget Codes DPI Funding Sources DPI Org Units ARRA FY 2012 Fiscal Period MEASURES

BUDGET CODE RECAP
BD 701
MDC: 08xbudgt Updated: 5/4/2012 2:07:51 AM

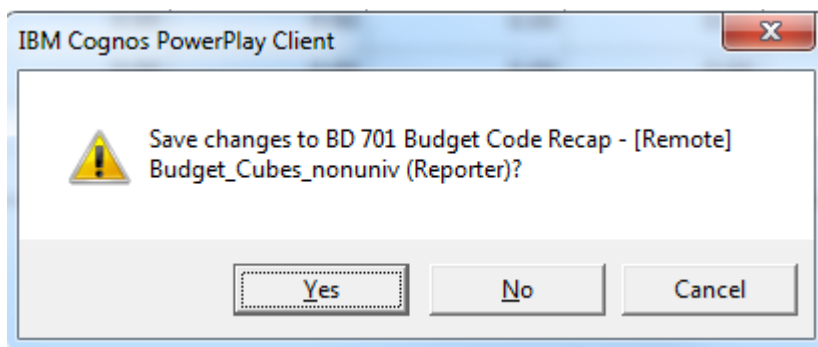
[08 Public Instruction] [Budget Type] [532821 COMPUTER/DATA PROCESS SVC] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [FY 2012] [Fiscal Period] MEASURES

	July	August	September	October	November	December	January	February	March	April	May	June
00000 RESERVED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13510 DPI-GENER	1,007,489.00	987,489.00	994,489.00	994,489.00	994,489.00	994,489.00	994,489.00	994,489.00	994,489.00	994,489.00	994,489.00	0.00
23510 DPI-SPECIA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23511 DPI-SCHOO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23515 DPI-IT PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
29110 OSBM-PUBL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
33510 DPI-FEDER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63501 DPI-TRUST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63503 DPI-TRUST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63510 DPI-TRUST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63511 DPI-TRUST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
73510 DPI-INTER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

The DSS displays the Budget Codes as rows and months as columns. The data is filtered for fiscal year and account.

To exit Explorer without saving the report

28. Click on the X in the **upper right corner of the report**.
DO NOT click on the red X at the top upper right of the screen as this will close the Cognos client.
29. Click on **No** in the Save changes pop-up window.



The DSS returns to the IBM Cognos PowerPlay Client screen.

SUMMARY

This section of the handbook utilized walkthroughs to demonstrate the DSS techniques. These DSS steps enable users to retrieve data in a summarized form and filter it to obtain meaningful information by:

- Opening a DSS Report by selecting an appropriate report folder.
- Filtering data for fiscal year and month.
- Drilling down on a dimension summary point to uncover more detailed information.
- Drilling up from details to dimension summary points.
- Changing dimensions in rows and columns.

Working with Layers

Overview

Users often want to keep **Accounts** and **MEASURES** respectively for rows and columns when they look at data for various budget codes or cost centers. One way to do that is to add layers to a report. Layers are like displaying the pages of a financial report where each page shows the data for a different month, year, budget code, cost center, or other layer dimension.

Just as any dimension can be a row or column, any dimension can be used as a layer.

IBM Cognos PowerPlay Client - [BD 701 Budget Code Recap - [Remote] Budget_Cubes_nonuniv (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

08 Public Instruction Budget Type Accounts Grant Year Budget Codes DPI Funding Sources DPI Org Units ARRA Fiscal Year Fiscal Period MEASURES

BUDGET CODE RECAP
BD 701
MDC: 08xbudgt Updated: 5/8/2012 3:58:19 AM

08 Public Instruction [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [Fiscal Year] [Fiscal Period] MEASURES

13510 DPI-GENERAL Layer 1 of 11

	YTD CERT BUDGET	YTD AUTH BUDGET	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt	Unexp Auth Amt	YTD ENCUMBRANC
EXP + ADJ TO C	164,258,371,917.00	167,393,360,596.00	12,291,651,515.70	26,204,108,817.37	95,739,335,203.30	68,519,036,713.70	71,654,025,392.70	897,928,658.08
REV + ADJ TO C	44,193,422,605.00	47,347,775,081.00	3,075,229,397.29	6,614,222,010.18	22,184,314,533.82	22,009,108,071.18	25,163,460,547.18	274.73
APPROPRIATION	120,064,949,312.00	120,045,585,515.00	9,216,422,118.41	19,589,886,807.19	73,555,020,669.48	46,509,928,642.52	46,490,564,845.52	897,928,384.20

Layer Label Number of Layers Up & Down Arrows

To scroll up and down through the layers

1. Click on the **up/down arrows** on the right side of the layer label area.
 - You can right click on the word **Layer** or any part of the layer except the text of the layer label. Then click on **Go to Layer**. Scroll through the layers in the **Go to Layer** dialog box. After selecting the desired layer, click the **OK** button.

Drilling down on layers to display more information

If a dimension with a detail structure such as budget codes is used as layers, the lower levels of the dimension's structure can be viewed by clicking on the **Layer Label**. This step is similar to drilling down on rows or columns to display more detail information.

Walkthrough: Drilling into Layers to Display Detail Information

The following walkthrough demonstrates how to drill down and up on layers, using the dimension **Budget Codes** as the layer dimension.

Similar to dimensions in rows and columns, dimensions in layers can also be drilled to uncover details.

Scenario

You are going to use the BD 701 Budget Code Recap report to drill down and up within the layers.

Walkthrough Objectives

- Filter for Current Month
- Filter for Current Fiscal Year
- Drill down and up within the layers

1. Open the BD 701 Budget Code Recap report. (If necessary, refer to **Procedure 1: Opening a DSS report.**)

To filter for the current month

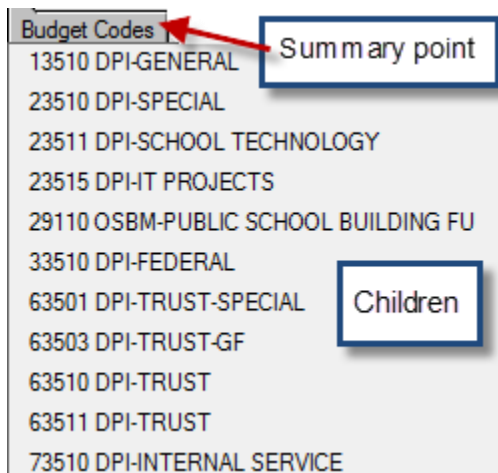
2. Position the cursor over **Fiscal Period** on the dimension line.
3. Click on the **current month** from the dimension list.

To filter for the current fiscal year

4. Position the cursor over **Fiscal Year** on the dimension line.
5. Click on the **current fiscal year** from the dimension list.

To view the structure of the Budget Codes dimension on the dimension line

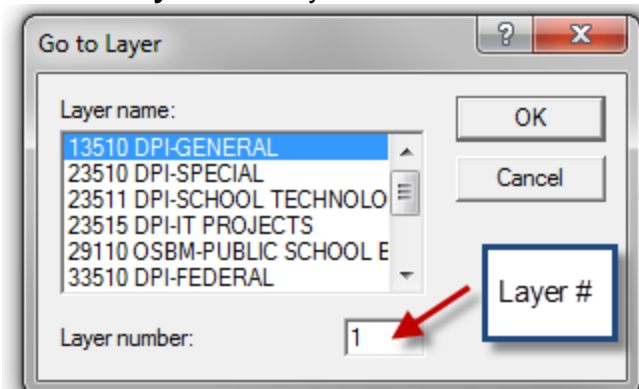
6. Position the cursor over **Budget Codes** dimension on the dimension line to open the dimension list.



- Notice the structure of the **Budget Codes** dimension in the dimension list: the **Budget Codes** is the summary/ parent layer, with budget codes listed below it.
 - Drilling down on a budget code will uncover its associated fund(s).
7. Move the cursor off **Budget Codes** dimension on the dimension line to close the dimension list.

To go to a different layer

8. Double-click on the word **layer** in the layer area.



9. Click on **23510 DPI – SPECIAL** layer to select it from the Go to Layer dialog box.
 - Notice that the number of the selected layer is displayed in the Go to Layer dialog box.
10. Click on the **OK** button.

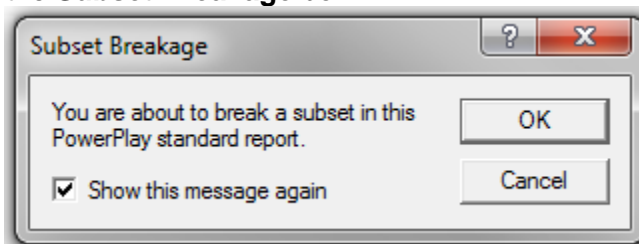
The DSS displays the 23510 DPI-SPECIAL layer.

- Notice that the layer label and layer number have changed.
- Notice also that when the mouse is positioned over the layer label, it changes to a plus sign, indicating that it is a summary point.

	YTD CERT BUDGET	YTD AUTH BUDGET	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt	Unexp Auth Amt	YTD ENCUMBRANC
EXP + ADJ TO C	104,638.99		2,393,623.27	31,005,179.28	298,291,102.35	-193,652,110.35	273,455,328.02	0.00
REV + ADJ TO C	104,121.52		30,189.77	27,322,958.74	268,597,609.03	-164,476,083.03	298,226,797.59	0.00
APPROPRIATION	517,466.00	4,922,023.75	2,363,433.50	3,682,220.54	29,693,493.32	-29,176,027.32	-24,771,469.57	0.00

To drill down on the layer

11. Double-click on the layer label **23510 DPI-SPECIAL**.
12. Click **OK** within the **Subset Breakage** box.



- Notice that the number of layers changes. The data does not change since this is the summary layer.

BUDGET CODE RECAP
BD 701
MDC: 08xbudget Updated: 5/5/2012 2:58:36 AM

[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [FY 2012] [May] MEASURES

23510 DPI-SPECIAL

	YTD CERT BUDGET	YTD AUTH BUDGET	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt	Unexp Auth Amt	YTD ENCUMBRANC
EXP + ADJ TO C	104,638,992.00	571,746,430.37	2,393,623.27	31,005,179.28	298,291,102.35	-193,652,110.35	273,455,328.02	0.00
REV + ADJ TO C	104,121,526.00	566,824,406.62	30,189.77	27,322,958.74	268,597,609.03	-164,476,083.03	298,226,797.59	
APPROPRIATION	517,466.00	4,922,023.75	2,363,433.50	3,682,220.54	29,693,493.32	-29,176,027.32	-24,771,469.57	

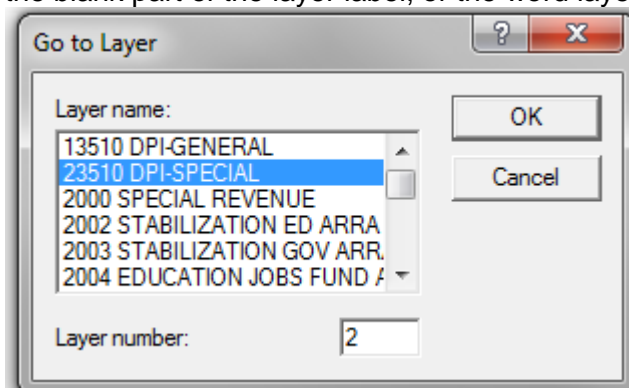
Layer Number

Layer 2 of 40

Drilling down on a layer uncovers detail below the summary/parent point. The remaining layers are children points.

To view the current Budget Codes layer structure

- Double-click on the blank part of the layer label, or the word layer.



- Note that Budget Code 23510 has become the summary layer and its detail budget fund has become the detail layer.

- Click on the **OK** button.

To drill back up to budget codes

- Position the cursor over the summary layer **23510 DPI-SPECIAL**. Notice the cursor changes to a plus sign with an up arrow inside of it. This indicates that by double-clicking on the point, you will be drilling up.
- Double-click on the layer label of summary layer **23510 DPI-SPECIAL**.

IBM Cognos PowerPlay Client - [BD 701 Budget Code Recap - [Remote] Budget_Cubes_nonuniv (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [FY 2012] [May] MEASURES

BUDGET CODE RECAP
BD 701
MDC: 08xbudget Updated: 5/5/2012 2:58:36 AM

[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [FY 2012] [May] MEASURES

23510 DPI-SPECIAL Layer 2 of 11

	YTD CERT BUDGET	YTD AUTH BUDGET	MTD ACTUAL	QTD ACTUAL	YTD FISCAL ACTUAL	Unexp Cert Amt	Unexp Auth Amt	YTD ENCUMBRANC
EXP + ADJ TO C	104,638,992.00	571,746,430.37	2,393,623.27	31,005,179.28	298,291,102.35	-193,652,110.35	273,455,328.02	0.00
REV + ADJ TO C	104,121,526.00	566,824,406.62	30,189.77	27,322,958.74	268,597,609.03	-164,476,083.03	298,226,797.59	0.00
APPROPRIATION	517,466.00	4,922,023.75	2,363,433.50	3,682,220.54	29,693,493.32	-29,176,027.32	-24,771,469.57	0.00

You have now successfully drilled down and up on the layers of budget codes.

Swapping Rows, Columns, and Layers

Sometimes a report can be improved by swapping rows, columns, and layers to change the perspective of the data presentation.

The following walkthrough demonstrates swapping rows, columns, and layers.

WALKTHROUGH: Swapping Rows, Columns, and Layers

SCENARIO

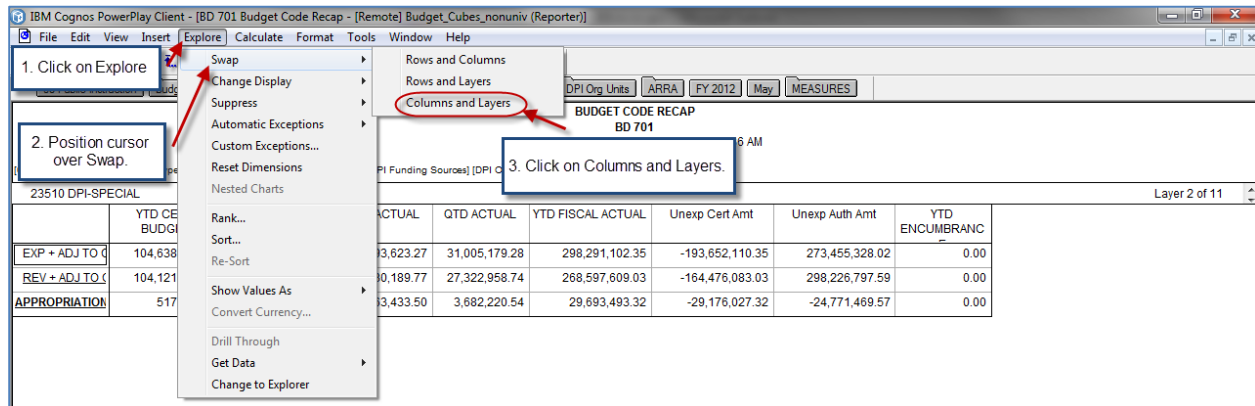
Your manager at the DPI, company 08XX, likes the data in the BD701 Budget Code Recap report. However, your manager is not satisfied with the way the data is currently presented. Your manager asks to see the report with the columns and layers swapped.

Walkthrough Objectives

- Swap columns and layers

To swap columns and layers

1. Click on **Explore** on the menu bar.
2. Position cursor over **Swap** from the dropdown menu.
3. Click on **Columns and Layers** from the dropdown menu.



The DSS displays the data with swapped columns and layers. The BUDGET CODES are now the columns and the MEASURES are the layers.

The screenshot shows a detailed budget report titled 'BUDGET CODE RECAP' for 'BD 701'. The report is dated 5/5/2012 2:58:36 AM. The table displays data for various budget codes and measures.

	13510 DPI-GENERAL	23510 DPI-SPECIAL	23511 DPI-SCHOOL	23515 DPI-IT PROJECTS	29110 OSBM-PUBLIC	33510 DPI-FEDERAL	63501 DPI-TRUST-SPE	63503 DPI-TRUST-GF	63510 DPI-TRUST	63511 DPI-TRUST	73510 DPI-INTERNAL
EXP + ADJ TO C	10,128,389,547.00	104,638,992.00	26,472,780.00	10,935,504.00	122,659,019.00	0.00	13,932,445.00	12,416,452.00	10,250,000.00	33,899,906.00	99,539,823.00
REV + ADJ TO C	2,510,993,260.00	104,121,526.00	26,472,780.00	7,923,787.00	122,659,019.00	0.00	13,932,445.00	12,416,452.00	10,250,000.00	33,899,906.00	80,694,802.00
APPROPRIATION	7,617,376,287.00	517,466.00	0.00	3,011,717.00	0.00	0.00	0.00	0.00	0.00	0.00	18,845,021.00

The table is labeled 'Layer 1 of 8'.

The OSC delivers several standard DSS reports that are stored in a shared network directory and cannot be altered. However, changes to a report can be saved as a custom report for future use. Each night, the data will be updated for the new custom report.

Saving a Custom Report

The following walkthrough demonstrates how to save a customized DSS report for automatic data updates.

WALKTHROUGH: Saving a Custom Report

SCENARIO

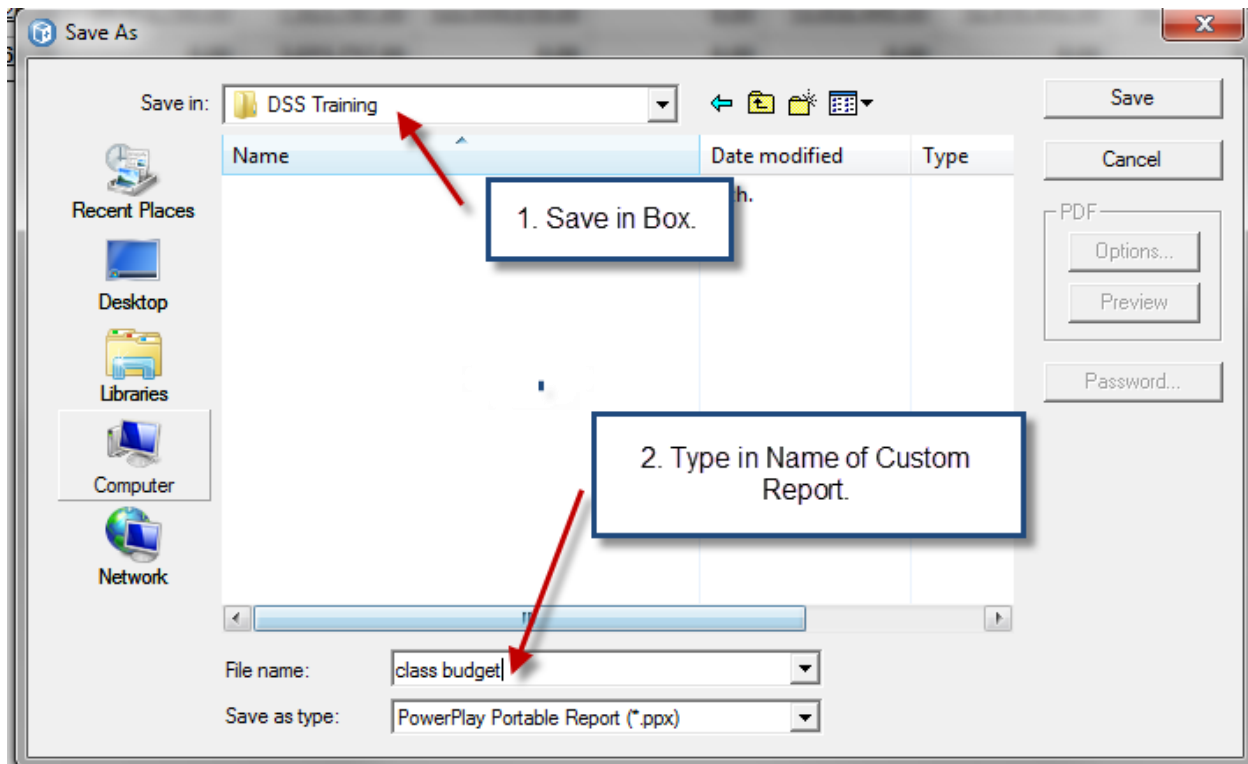
Your manager has decided that the report you produced is acceptable. You want to save this report layout under the name class budget for future use.

Walkthrough Objective

- Save the report as class budget.ppx

To save the custom report

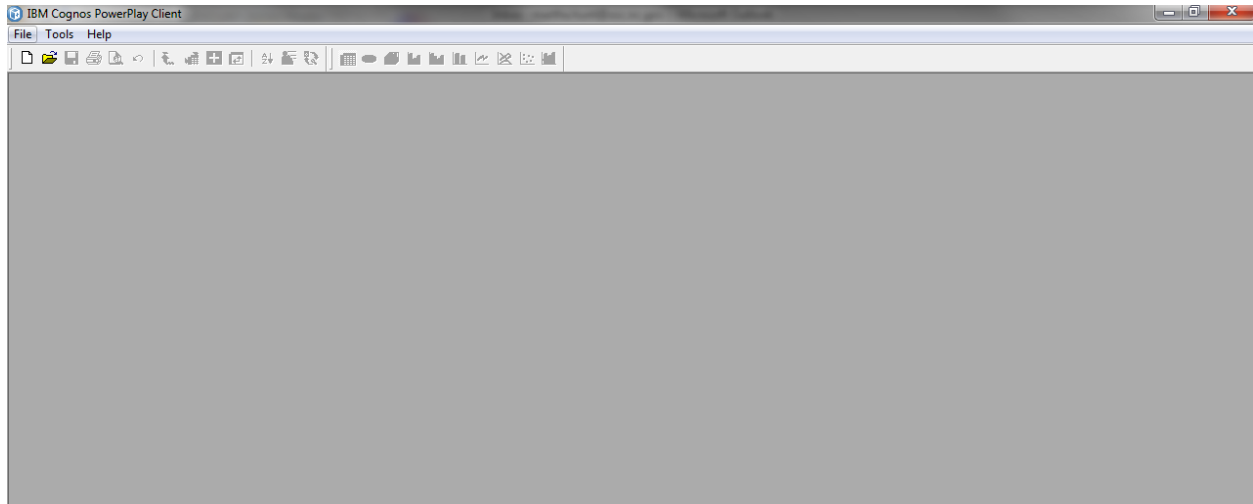
1. Click on **File** on the menu bar.
2. Click on **Save As** from the File dropdown menu.
3. Select the directory **c:\DSS Training** from the Save As dialog box.



- You may save the report anywhere on your LAN to which you have write access. You do not have authority to overwrite the DSS delivered reports on the web.
4. Type **class budget** in the FILE NAME field of the Save As dialog box.
 - You are not limited in the DSS to the number of characters used in the naming of your report. However, you may be limited in the number of characters by the drive to which you are saving the report.
 - Notice the suffix .ppx. This indicates you are saving a PowerPlay Portable report and will always be opened with the updated cube on the web.
 5. Click on the **Save** button.
You have now successfully saved your custom report for future use.

To close the report

6. Click on the X in the **upper right corner of the report**.
DO NOT click on the red X at the top upper right of the screen as this will close the Cognos client.



The DSS closes the report and displays a gray screen of IBM Cognos PowerPlay Client.

- **NOTE:** If you want to open another report from this gray screen, click on File Open on the Menu bar or click the Open folder icon on the toolbar.

SUMMARY

This section of the handbook introduced the concept of layers. The walkthroughs demonstrated the DSS tools and techniques for drilling down and up through layers. You learned to:

- Go to a different layer by scrolling or using the Go to Layer dialog box.
- Drill down on a layer by double-clicking on the layer label.
- Drill up on layers by double-clicking on the summary layer label.
- Swap rows, columns, and layers by using the Explore command on the menu bar.
- Move between layers.
- Save customized DSS reports.

Creating Custom Reports

Overview of the DSS

The DSS provides the tools for creating detailed financial reports. With DSS users can:

- Make calculations with the data.
- Display details of more than one dimension on a row or column.
- Add or delete rows, columns, and layers.
- Move rows, columns, and layers.
- Create groupings of related dimension points.

Opening a Report

The following walkthrough demonstrates how to open an existing report.

WALKTHROUGH: Opening an Existing Report

SCENARIO

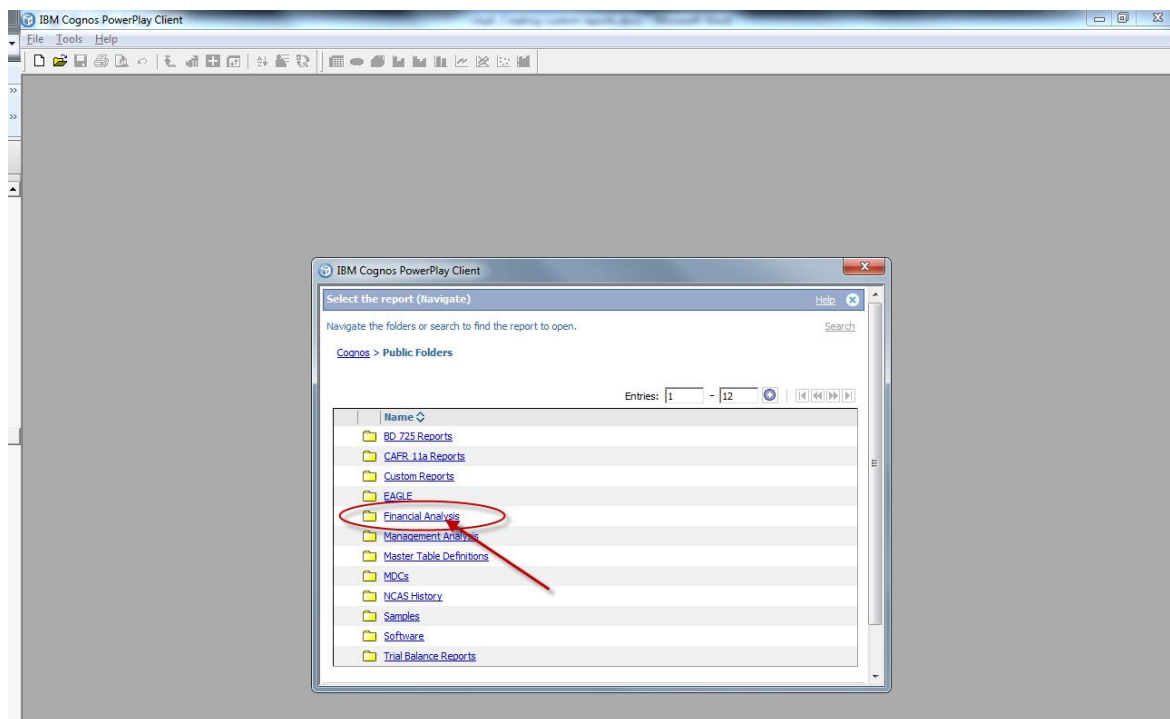
You are a manager at the DPI. You have been asked to determine the total cost of longevity to your agency. You decide to base your customized report on the CAFR 52G Statement of Revenues, Expenditures and Changes in Fund Balances.

Walkthrough Objectives

- Opening the CAFR 52G *Statement of Revenues, Expenditures and Changes in Fund Balances*

To open the report

1. Login to the NCAS DSS IBM Cognos PowerPlay client. (Refer to **Procedure 2: Opening a DSS Multi-Dimensional Cube (MDC) Report**)
2. From the Public Folders area, select the **Financial Analysis** folder.



3. Select **CAFR 52G Statement of Revenues, Expenditures, and Changes in Fund Balances**.

Drilling in DSS

Drilling down is used to uncover detailed financial information in reports.

The following walkthrough demonstrates how to drill down through different dimensions of a report.

WALKTHROUGH: Drilling Down in a Report

SCENARIO

In order to create your customized report, you decide to filter the data for fiscal year and then drill down on expenditures to uncover more details.

Walkthrough Objectives

- Filter for the current fiscal year
- Filter for the current fiscal period
- Drill down on the employee benefits line to get the detailed accounts

To filter for the fiscal year

1. Position the cursor over the **previous fiscal year** on the dimension line.
2. Click on the **current fiscal year** from the dimension list.

To filter for the month

3. Position the cursor over **13th Period** on the dimension line.
4. Position the cursor over the down arrow next to **Fiscal Period** from the dimension list.

Filtering removes unnecessary information so only the information that you need is in your report. Usually the month, year, and budget code are filtered.

5. Click on the **current month**.

To drill down on an expenditure account

6. Double-click on **Employee Benefits**.

Drilling down on a parent category reveals the children categories. Drilling down gives you more detail about your category. When you drill down, all children categories are added and the parent category also remains in the report.

The DSS inserts and highlights rows of detailed data below the summary point (parent). Notice that the detailed accounts that were drilled down are highlighted.

IBM Cognos PowerPlay Client - [CAFR 52G - Statement of Revenues, Expenditures and Changes in Fund Balances - [Remote] Gov_Cubes (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

08 Public Instruction All GASB Numbers GAAP Fund Type All Accounts All Budget Codes ARRA FY 2012 May YTD ACTUAL

[Remote] Gov_Cubes

- 08 Public Instruction
- All GASB Numbers
- GAAP Fund Type
- All Accounts
- All Budget Codes
- ARRA
- Fiscal Year
- Fiscal Period
- MEASURES

CAFR 52G (Statement of Revenues, Expenditures and Changes in Fund Balances)

Governmental Funds

MDC: 08xgov Updated: 05/05/2012 01:03:15 AM

Report Format 04/20/2012

[08 Public Instruction] [All GASB Numbers] [GAAP Fund Type] [All Accounts] [All Budget Codes] [ARRA] [FY 2012] [May] YTD ACTUAL

	General
REVENUES	
Federal funds	1,147,045,314.76
Investment earnings	1,712,773.36
Interest earnings on loans	331,647.17
Sales and services	16,556,946.36
Rental and lease of property	1,595,233.88
Fees, licenses and fines	2,350,867.01
Student tuition & fees, net	260,529.60
Contributions, gifts and grants	264,393,715.74
Miscellaneous	1,842,584.09
Unclassified/invalid accounts	107,737,341.00
TOTAL REVENUES	1,543,826,952.97
EXPENDITURES	
Personal services	72,137,826.28
Employee benefits	59,757,201.59
531461 EPA&SPA-LONGVTY PAY-APPRO	782,919.12
531462 EPA&SPA-LONGVTY PAY-REC	420,170.96
531511 SOCIAL SEC CONTRIB-APPRO	3,685,743.24
531512 SOCIAL SEC CONTRIB-RECPTS	1,591,473.46
531521 REG RETIRE CONTRIB-APPRO	4,697,094.54
531522 REG RETIRE CONTRIB-RECPTS	2,695,712.01
Med Ins Contrib-Appr.	3,818,472.13
531562 MED INS CONTRIB-RECPTS	1,533,117.78
531572 UNEMP COMP PAYMNTS TO ESC	173,167.30
531576 FLEXIBLE SPENDING SVG ACCT	82,166.71
531624 GRIEVANCE SETTLEMENT	7,000.00
531627 ST DISABILITY PMT-APPROP	50,304.62
531628 ST DISABILITY PMT-RECEIPT	21,042.70
531631 WRKER COMP-MED PAYMENTS	39,812,711.36
531661 TAX EMP EXP REIMB-APPROP	112,933.98

- Position the cursor over **Employee Benefits**. The cursor becomes a plus sign with an up arrow. This shows that **Employee Benefits** is a parent category and can be double-clicked on to drill back up.

To explore the results

- Position the cursor over **531461 EPA&SPA-LONGVTY PAYAPPRO**. Notice that the cursor is an arrow.



When the cursor is positioned over a detailed account, its shape changes to an arrow, indicating that the detailed account cannot be drilled further.

To drill to lowest level of a column

- Position the cursor over the **General Column**.
- Double-click on the **General Column**.
- Columns **1100 General Fund** through **1118 School Technology Fund** are revealed.

IBM Cognos PowerPlay Client - [CAFR 52G - Statement of Revenues, Expenditures and Changes in Fund Balances - [Remote] Gov_Cubes (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

[08 Public Instruction] [All GASB Numbers] [GAAP Fund Type] [All Accounts] [All Budget Codes] [ARRA] [FY 2012] [May] [YTD ACTUAL]

[Remote] Gov_Cubes

- 08 Public Instruction
- All GASB Numbers
- GAAP Fund Type
- All Accounts
- All Budget Codes
- ARRA
- Fiscal Year
- Fiscal Period
- MEASURES

CAFR 52G (Statement of Revenues, Expenditures and Changes in Fund Balances)

Governmental Funds

MDC: 08xgov Updated: 05/05/2012 01:03:15 AM

Report Format 04/20/2012

[08 Public Instruction] [All GASB Numbers] [GAAP Fund Type] [All Accounts] [All Budget Codes] [ARRA] [FY 2012] [May] [YTD ACTUAL]

	General	1100 GENERAL FUND	1102 GENERAL FUND (SPECIAL REV)	1103 GENERAL FUND (FEDERAL)	1106 GENERAL FUND (TRUST)	1115 PUBLIC SCHOOL BLDG CAPITAL FUN
REVENUES						
Federal funds	1,147,045,314.76	0.00	0.00	1,147,045,314.76	0.00	0.00
Investment earnings	1,712,773.36	9,272.75	100.00	0.00	110,847.39	1,433,585.39
Interest earnings on loans	331,647.17	0.00	0.00	0.00	6,597.00	0.00
Sales and services	16,556,946.36	870,430.26	2,062,348.63	0.00	0.00	0.00
Rental and lease of property	1,595,233.88	0.00	0.00	0.00	0.00	0.00
Fees, licenses and fines	2,350,867.01	521,889.31	1,828,977.70	0.00	0.00	0.00
Student tuition & fees, net	260,529.60	0.00	260,529.60	0.00	0.00	0.00
Contributions, gifts and grants	264,393,715.74	4,233.00	264,389,482.74	0.00	0.00	0.00
Miscellaneous	1,842,584.09	2,578.43	49,277.86	0.00	25,868.00	0.00
Unclassified/invalid accounts	107,737,341.00	20,737,341.00	0.00	0.00	0.00	87,000,000.00
TOTAL REVENUES	1,543,826,952.97	22,145,744.75	268,590,716.53	1,147,045,314.76	143,312.39	88,433,585.39
EXPENDITURES						
Personal services	72,137,826.28	72,137,826.28	0.00	0.00	0.00	0.00
Employee benefits	59,757,201.59	19,944,490.23	0.00	0.00	39,812,711.36	0.00
531461 EPA&SPA-LONGVTY PAY-APPRO	782,919.12	782,919.12	0.00	0.00	0.00	0.00
531462 EPA&SPA-LONGVTY PAY-REC	420,170.96	420,170.96	0.00	0.00	0.00	0.00
531511 SOCIAL SEC CONTRIB-APPRO	3,685,743.24	3,685,743.24	0.00	0.00	0.00	0.00
531512 SOCIAL SEC CONTRIB-RECPTS	1,591,473.46	1,591,473.46	0.00	0.00	0.00	0.00
531521 REG RETIRE CONTRIB-APPRO	4,697,094.54	4,697,094.54	0.00	0.00	0.00	0.00
531522 REG RETIRE CONTRIB-RECPTS	2,695,712.01	2,695,712.01	0.00	0.00	0.00	0.00
Med Ins Contrib-Appro.	3,818,472.13	3,818,472.13	0.00	0.00	0.00	0.00
531562 MED INS CONTRIB-RECPTS	1,533,117.78	1,533,117.78	0.00	0.00	0.00	0.00
531572 UNEMP COMP PAYMNTS TO ESC	173,167.30	173,167.30	0.00	0.00	0.00	0.00
531576 FLEXIBLE SPENDING SVG ACCT	82,166.71	82,166.71	0.00	0.00	0.00	0.00
531624 GRIEVANCE SETTLEMENT	7,000.00	7,000.00	0.00	0.00	0.00	0.00
531627 ST DISABILITY PMT-APPRO	50,304.62	50,304.62	0.00	0.00	0.00	0.00
531628 ST DISABILITY PMT-RECEIPT	21,042.70	21,042.70	0.00	0.00	0.00	0.00
531631 WRKR COMP-MED PAYMENTS	39,812,711.36	0.00	0.00	0.00	39,812,711.36	0.00
531661 TAX EMP EXP REIMB-APPRO	112,933.98	112,933.98	0.00	0.00	0.00	0.00

You have successfully created a report that is filtered for fiscal year, current month, and GASB, and shows details in expenditure accounts. Use the scroll bar to the right to scroll through the accounts in this report. Use the scroll bar at the bottom to scroll through the General Fund GASB's.

The DSS provides methods for drilling up to summary dimension points on rows, columns and layers. The DSS techniques presented in the following walkthrough are used throughout this course.

WALKTHROUGH: Drilling Up in Rows

SCENARIO

After drilling down to uncover details, you want to review the data at the summarized level. You decide to drill up one level on the detailed accounts.

Walkthrough Objectives

- Drill up to the Statement Caption Summary

To drill up on the Statement Caption Summary

1. Scroll down to the **Employee Benefits** caption.
2. Position the cursor over **Employee Benefits**. Notice it becomes an up arrow plus sign. This means this is a parent/summary point and can be drilled up.
3. Double-click on **Employee Benefits**. Notice that the highlighted, detailed/child, accounts disappear.

IBM Cognos PowerPlay Client - [CAFR 52G - Statement of Revenues, Expenditures and Changes in Fund Balances - (Remote) Gov. Cubes (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

08 Public Instruction | All GASB Numbers | GAAP Fund Type | All Accounts | All Budget Codes | ARRA | FY 2012 | May | YTD ACTUAL

CAFR 52G (Statement of Revenues, Expenditures and Changes in Fund Balances)
Governmental Funds
MDC: 08xgov Updated: 05/05/2012 01:03:15 AM
Report Format 04/20/2012

[08 Public Instruction] [All GASB Numbers] [GAAP Fund Type] [All Accounts] [All Budget Codes] [ARRA] [FY 2012] [May] YTD ACTUAL

	General	1100 GENERAL FUND	1102 GENERAL FUND (SPECIAL REV)	1103 GENERAL FUND (FEDERAL)	1106 GENERAL FUND (TRUST)	1115 PUBLIC SCHOOL BLDG CAPITAL FUN
REVENUES						
Federal funds	1,147,045,314.76	0.00	0.00	1,147,045,314.76	0.00	0.00
Investment earnings	1,712,773.36	9,272.75	100.00	0.00	110,847.39	1,433,585.39
Interest earnings on loans	331,647.17	0.00	0.00	0.00	6,597.00	0.00
Sales and services	16,556,946.36	870,430.26	2,062,348.63	0.00	0.00	0.00
Rental and lease of property	1,595,233.88	0.00	0.00	0.00	0.00	0.00
Fees, licenses and fines	2,350,867.01	521,889.31	1,828,977.70	0.00	0.00	0.00
Student tuition & fees, net	260,529.60	0.00	260,529.60	0.00	0.00	0.00
Contributions, gifts and grants	264,393,715.74	4,233.00	264,389,482.74	0.00	0.00	0.00
Miscellaneous	1,842,584.09	2,578.43	49,277.86	0.00	25,868.00	0.00
Unclassified/invalid accounts	107,737,341.00	20,737,341.00	0.00	0.00	0.00	87,000,000.00
TOTAL REVENUES	1,543,826,952.97	22,145,744.75	268,590,716.53	1,147,045,314.76	143,312.39	88,433,585.39
EXPENDITURES						
Personal services	72,137,826.28	72,137,826.28	0.00	0.00	0.00	0.00
Employee benefits	59,757,201.59	19,944,490.23	0.00	0.00	39,812,711.36	0.00
Contracted personal services	34,142,493.59	33,394,721.30	746,327.29	0.00	0.00	0.00
Supplies and materials	3,156,477.21	3,156,477.21	0.00	0.00	0.00	0.00
Travel	4,196,151.85	4,196,151.85	0.00	0.00	0.00	0.00
Communication	942,303.48	942,303.48	0.00	0.00	0.00	0.00
Utilities	1,069,572.85	1,069,572.85	0.00	0.00	0.00	0.00
Data processing services	7,965,946.22	7,615,238.86	350,707.36	0.00	0.00	0.00
Other services	1,587,874.32	1,534,286.42	0.00	0.00	0.00	0.00
Claims and benefits	15,229,614.01	15,229,614.01	0.00	0.00	0.00	0.00
Debt service:						
Other fixed charges	16,061,133.31	15,860,862.31	200,271.00	0.00	0.00	0.00
Capital outlay	49,705,766.52	1,093,486.16	240.94	0.00	0.00	0.00
Grants, state aid and subsidies	7,988,017,767.59	7,880,244,171.26	0.00	0.00	24,590,906.36	83,833,613.27
Scholarships	12,498,018.15	965,485.10	0.00	0.00	200.00	0.00
Insurance and bonding	3,139,690.62	3,139,690.62	0.00	0.00	0.00	0.00
Other expenditures	1,347,233.71	1,338,310.33	0.00	0.00	0.00	0.00

You can drill up on any hierarchy on which you have drilled down. If you perform successive drill downs, you must drill up in the same order as the drill down so that the detail rows disappear. Also, if you move the child categories after drilling down, you can no longer drill up on the moved categories. It is not necessary to highlight detailed accounts to be able to drill up on the parent account.

Since drilling down in a report does not result in eliminating extraneous data, any unnecessary data may be deleted in a separate step.

Deleting Data in DSS

In DSS, users can delete data in rows, columns, layers, or all at once. The following walkthrough demonstrates techniques for deleting data in rows and columns.

WALKTHROUGH: Deleting Data in Rows and Columns

SCENARIO

You decide to delete certain rows and columns of data. However, after scrolling through the accounts in this report, you decide that you would rather start from scratch than to change this report. The first step in creating your new customized report is to delete the rows and columns to give you a fresh start.

Walkthrough Objectives

- Delete rows for All Captions except Employee Benefits
- Delete the General Column
- Delete ALL from the report

To delete contiguous rows from a report

1. Click on row label **Revenues**.
2. Press and hold down the **Shift** key.
3. Click on **Personal Services**.
4. Release the **Shift** key.
5. Press the **Delete** key. The DSS deletes the highlighted rows.

IBM Cognos PowerPlay Client - [CAFR 52G - Statement of Revenues, Expenditures and Changes in Fund Balances - [Remote] Gov_Cubes (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

08 Public Instruction All GASB Numbers GAAP Fund Type All Accounts All Budget Codes ARRA FY 2012 May YTD ACTUAL

[Remote] Gov_Cubes

CAFR 52G (Statement of Revenues, Expenditures and Changes in Fund Balances)

Governmental Funds

MDC: 08xgov Updated: 05/05/2012 01:03:15 AM

Report Format 04/20/2012

[08 Public Instruction] [All GASB Numbers] [GAAP Fund Type] [All Accounts] [All Budget Codes] [ARRA] [FY 2012] [May] YTD ACTUAL

	General	1100 GENERAL FUND	1102 GENERAL FUND (SPECIAL REV)	1103 GENERAL FUND (FEDERAL)	1106 GENERAL FUND (TRUST)	1115 PUBLIC SCHOOL BLDG CAPITAL FUN
REVENUES						
Federal funds	1,147,045,314.76	0.00	0.00	1,147,045,314.76	0.00	0.00
Investment earnings	1,712,773.36	9,272.75	100.00	0.00	110,847.39	1,433,585.39
Interest earnings on loans	331,647.17	0.00	0.00	0.00	6,597.00	0.00
Sales and services	16,556,946.36	870,430.26	2,082,348.63	0.00	0.00	0.00
Rental and lease of property	1,595,233.88	0.00	0.00	0.00	0.00	0.00
Fees, licenses and fines	2,350,867.01	521,889.31	1,828,977.70	0.00	0.00	0.00
Student tuition & fees, net	260,529.60	0.00	260,529.60	0.00	0.00	0.00
Contributions, gifts and grants	264,393,715.74	4,233.00	264,389,482.74	0.00	0.00	0.00
Miscellaneous	1,842,584.09	2,578.43	49,277.86	0.00	25,868.00	0.00
Unclassified/invalid accounts	107,737,341.00	20,737,341.00	0.00	0.00	0.00	87,000,000.00
TOTAL REVENUES	1,543,826,952.97	22,145,744.75	268,590,716.53	1,147,045,314.76	143,312.39	88,433,585.39
EXPENDITURES						
Personal services	72,137,826.28	72,137,826.28	0.00	0.00	0.00	0.00
Employee benefits	59,757,201.59	19,944,490.23	0.00	0.00	39,812,711.36	0.00
Contracted personal services	34,142,493.59	33,394,721.30	746,327.29	0.00	0.00	0.00
Supplies and materials	3,156,477.21	3,156,477.21	0.00	0.00	0.00	0.00
Travel	4,196,151.85	4,196,151.85	0.00	0.00	0.00	0.00
Communication	942,303.48	942,303.48	0.00	0.00	0.00	0.00
Utilities	1,069,572.85	1,069,572.85	0.00	0.00	0.00	0.00
Data processing services	7,965,946.22	7,615,238.86	350,707.36	0.00	0.00	0.00
Other services	1,587,874.32	1,534,286.42	0.00	0.00	0.00	0.00
Claims and benefits	15,229,614.01	15,229,614.01	0.00	0.00	0.00	0.00
Debt service:						
Other fixed charges	16,061,133.31	15,860,862.31	200,271.00	0.00	0.00	0.00
Capital outlay	49,705,766.52	1,093,486.16	240.94	0.00	0.00	0.00
Grants, state aid and subsidies	7,988,017,767.59	7,880,244,171.26	0.00	0.00	24,590,906.36	83,833,613.27
Scholarships	12,498,018.15	965,485.10	0.00	0.00	200.00	0.00
Insurance and bonding	3,139,690.62	3,139,690.62	0.00	0.00	0.00	0.00
Other expenditures	1,347,233.71	1,338,310.33	0.00	0.00	0.00	0.00

Personal services

6. Click and hold the left mouse button on the row labeled Contracted Personal Services.
7. Drag the mouse down to the bottom of the report Fund Balance - June 30. This will highlight the remaining items on the report.
8. Press the Delete key.

IBM Cognos PowerPlay Client - [CAFR 52G - Statement of Revenues, Expenditures and Changes in Fund Balances - [Remote] Gov_Cubes (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

08 Public Instruction All GASB Numbers GAAP Fund Type All Accounts All Budget Codes ARRA FY 2012 May YTD ACTUAL

[Remote] Gov_Cubes

CAFR 52G (Statement of Revenues, Expenditures and Changes in Fund Balances)

Governmental Funds

MDC: 08xgov Updated: 05/05/2012 01:03:15 AM

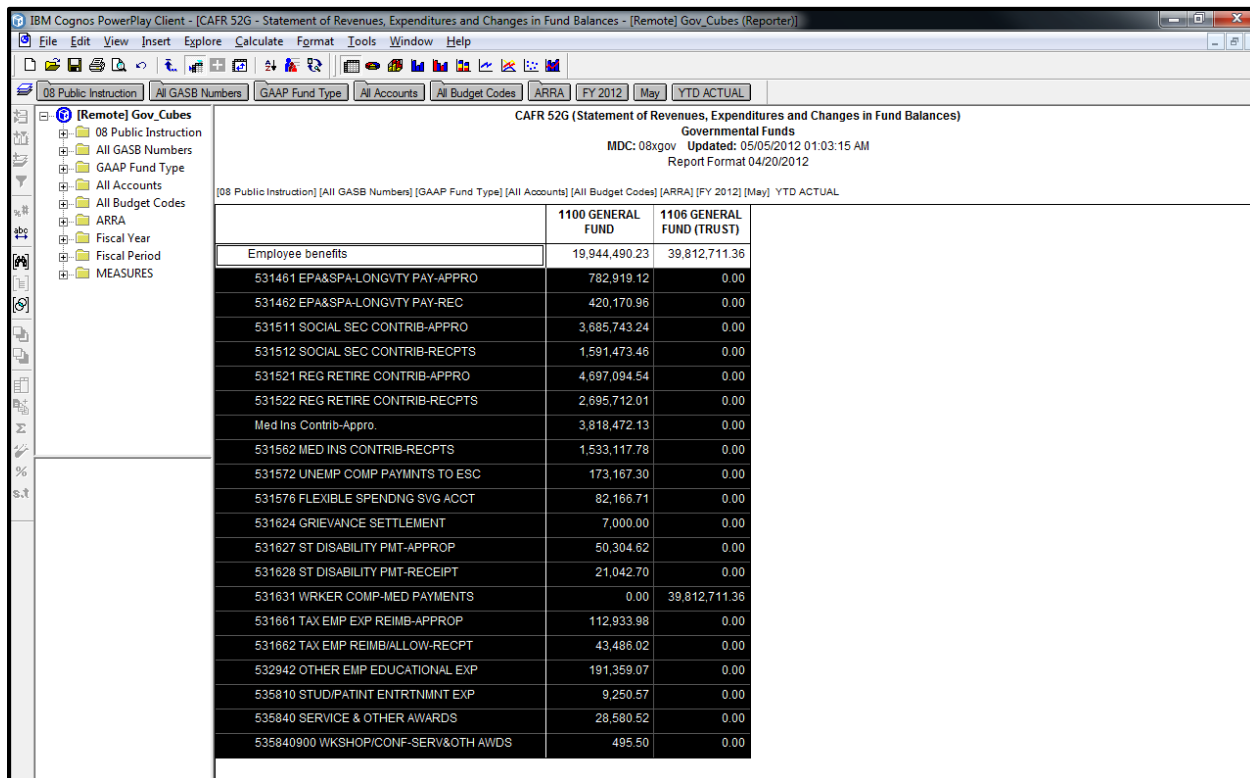
Report Format 04/20/2012

[08 Public Instruction] [All GASB Numbers] [GAAP Fund Type] [All Accounts] [All Budget Codes] [ARRA] [FY 2012] [May] YTD ACTUAL

	General	1100 GENERAL FUND	1106 GENERAL FUND (TRUST)
Employee benefits	59,757,201.59	19,944,490.23	39,812,711.36

To delete data in a column

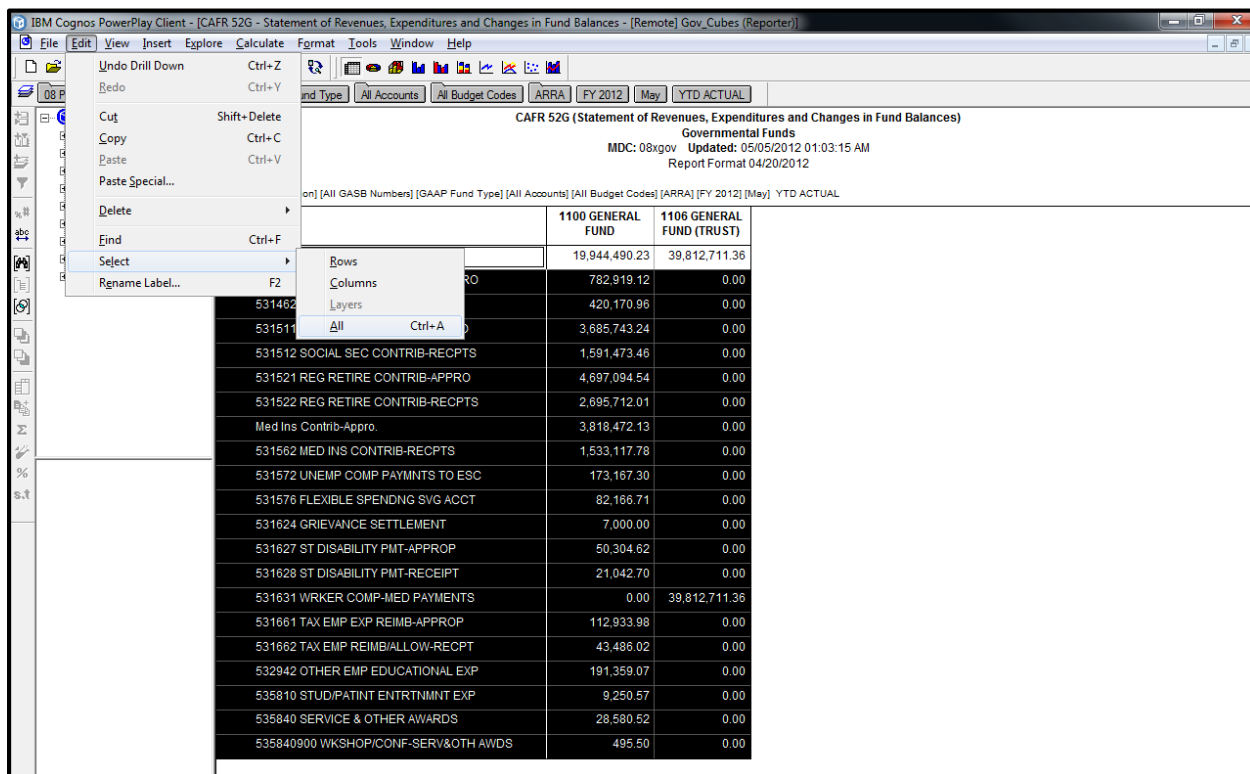
9. Click on the column labeled **General**.
10. Press the **Delete** key. The DSS deletes the column.
11. Drill down on Employee Benefits.



	1100 GENERAL FUND	1106 GENERAL FUND (TRUST)
Employee benefits	19,944,490.23	39,812,711.36
531461 EPA&SPA-LONGVTY PAY-APPRO	782,919.12	0.00
531462 EPA&SPA-LONGVTY PAY-REC	420,170.96	0.00
531511 SOCIAL SEC CONTRIB-APPRO	3,685,743.24	0.00
531512 SOCIAL SEC CONTRIB-RECPTS	1,591,473.46	0.00
531521 REG RETIRE CONTRIB-APPRO	4,697,094.54	0.00
531522 REG RETIRE CONTRIB-RECPTS	2,695,712.01	0.00
Med Ins Contrib-Appr.	3,818,472.13	0.00
531562 MED INS CONTRIB-RECPTS	1,533,117.78	0.00
531572 UNEMP COMP PAYMNTS TO ESC	173,167.30	0.00
531576 FLEXIBLE SPENDING SVG ACCT	82,166.71	0.00
531624 GRIEVANCE SETTLEMENT	7,000.00	0.00
531627 ST DISABILITY PMT-APPROP	50,304.62	0.00
531628 ST DISABILITY PMT-RECEIPT	21,042.70	0.00
531631 WRKER COMP-MED PAYMENTS	0.00	39,812,711.36
531661 TAX EMP EXP REIMB-APPROP	112,933.98	0.00
531662 TAX EMP REIMB/ALLOW-RECPT	43,486.02	0.00
532942 OTHER EMP EDUCATIONAL EXP	191,359.07	0.00
535810 STUD/PATINT ENTRTNMNT EXP	9,250.57	0.00
535840 SERVICE & OTHER AWARDS	28,580.52	0.00
535840900 WKSHOP/CONF-SERV&OTH AWDS	495.50	0.00

To delete remaining rows and columns at once

12. Click on **Edit** on the menu bar.
13. Position the cursor over **Select** in the dropdown menu.
14. Click on **All** in the dropdown menu.
 - Select All is accomplished by pressing the **Control** + **A** keys.



	1100 GENERAL FUND	1106 GENERAL FUND (TRUST)
	19,944,490.23	39,812,711.36
531462	782,919.12	0.00
531511	420,170.96	0.00
531512 SOCIAL SEC CONTRIB-RECPTS	3,685,743.24	0.00
531521 REG RETIRE CONTRIB-APPRO	1,591,473.46	0.00
531522 REG RETIRE CONTRIB-RECPTS	4,697,094.54	0.00
Med Ins Contrib-Appro.	2,695,712.01	0.00
531562 MED INS CONTRIB-RECPTS	3,818,472.13	0.00
531572 UNEMP COMP PAYMNTS TO ESC	1,533,117.78	0.00
531576 FLEXIBLE SPENDING SVG ACCT	173,167.30	0.00
531624 GRIEVANCE SETTLEMENT	82,166.71	0.00
531627 ST DISABILITY PMT-APPROP	7,000.00	0.00
531628 ST DISABILITY PMT-RECEIPT	50,304.62	0.00
531631 WRKER COMP-MED PAYMENTS	21,042.70	0.00
531661 TAX EMP EXP REIMB-APPROP	0.00	39,812,711.36
531662 TAX EMP REIMB/ALLOW-RECPT	112,933.98	0.00
532942 OTHER EMP EDUCATIONAL EXP	43,486.02	0.00
535810 STUD/PATINT ENTRTNMNT EXP	191,359.07	0.00
535840 SERVICE & OTHER AWARDS	9,250.57	0.00
535840900 WKSHOP/CONF-SERV&OTH AWDS	28,580.52	0.00
	495.50	0.00

The DSS highlights all columns and rows (and layers, if any).

15. Press the Delete key.

Remember you are manipulating the data in the database but cannot destroy or change the database.

You have learned how to use DSS to delete data in rows and columns, resulting in a blank report. The next step is to plan the rows, columns, and layers you need to add to create your customized report.

Creating a Custom Report

Each database has a defined set of dimensions which is displayed on the dimension line. Any dimension can be used as a row, column, or layer.

The following walkthrough demonstrates how to use the Dimension Viewer to add rows, columns, and layers to create a custom report.

WALKTHROUGH: Adding Rows, Columns, and Layers to Create a Custom Report


SCENARIO

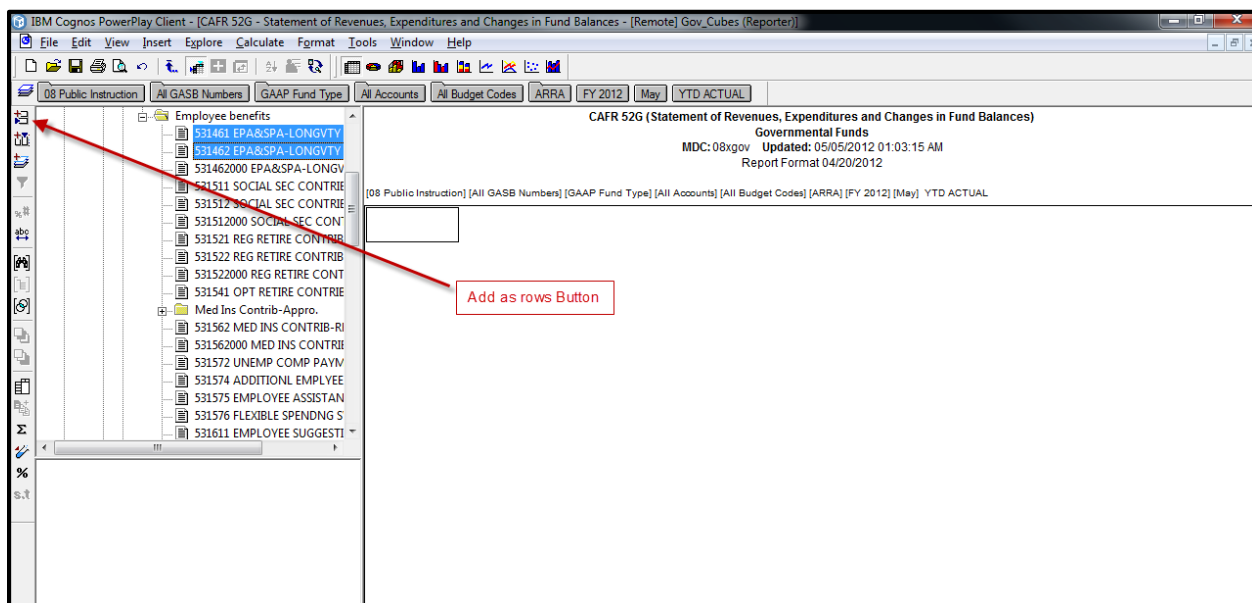
You decide to begin your custom report by planning the rows, columns, and layers.

Walkthrough Objectives




- Add certain ACCOUNTS as rows
- Add MONTHS as columns
- Add BUDGET CODES/FUNDS as layers

To add Accounts as rows to a report

1. Double-click on **All Accounts** in the Dimension Viewer.
 - To drill down on a dimension in the Dimension Viewer, you can also click on the **plus sign** beside the dimension.
2. Double-click on **Operating Statement Accounts**.
3. Double-click on **Expenditures**.
4. Double-click on **Personal Services and Employee Benefits**.
5. Double-click on **Employee Benefits**.
6. Click on account **531461**.
7. Press and hold the **Shift** key.
8. Click on account **531462**.
9. Click on the **Add as rows** button  on the Dimension Viewer toolbar.





Dimension Viewer Toolbar Add Buttons

Button	Title
	Add as rows
	Add as columns
	Add as layers

If the rows do not display within the report, recheck all dimensions to make sure they are filtered correctly.

If zero suppression is turned on and no columns have been added, the rows will not be displayed.

- There are level buttons to select the level of detail for the categories to be added to the workspace. Click on the **NEXT LEVEL CHILDREN OF** button  in the toolbox to add the child categories of the selected category, or click on the **LOWEST LEVEL CHILDREN OF** button  to add the lowest level categories, and then add the dimension to your report. This is faster than drilling down to the lowest level and adding all categories at that level.

To add MONTHS as columns to a report

10. Click on **Fiscal Period** on the Dimension Viewer to select it.
11. Click on the **Next level children of** button. Since there are only two levels of detail for this dimension, the Lowest level children of button can also be used.
12. Click on the **Add as columns** button.

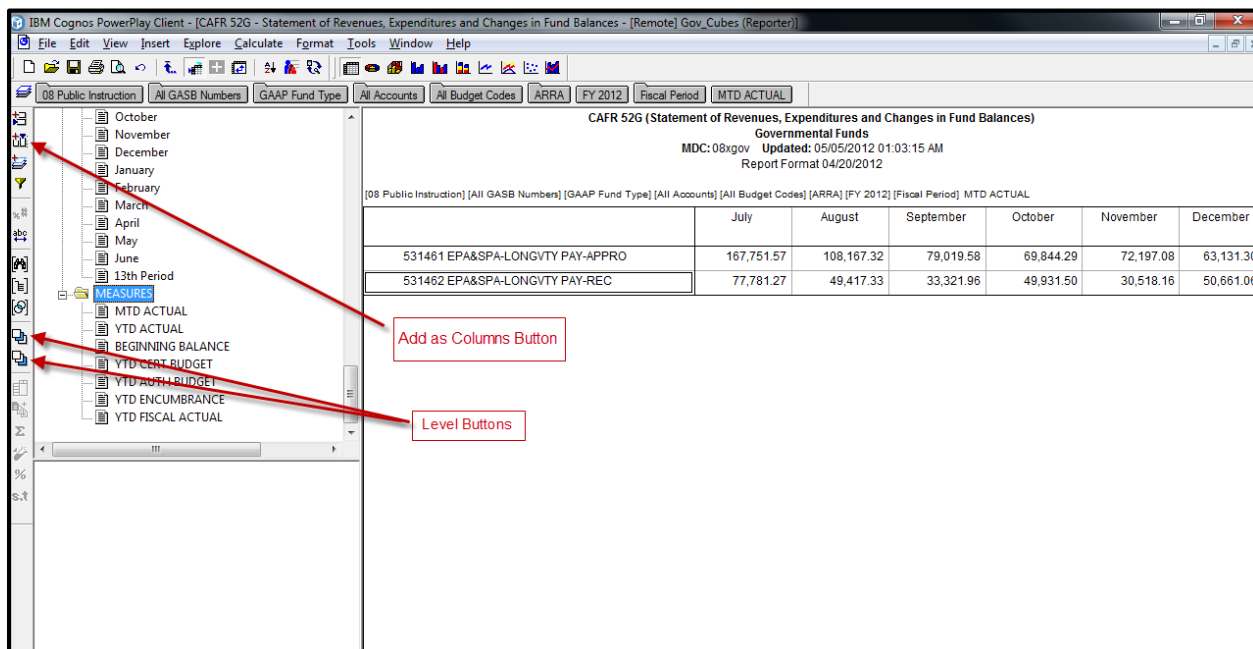


To remove current period filter

13. Click on **Fiscal Period**.
14. Click on the **Filter** button.

To filter for MTD Actual

15. Double-click on **Measures**.
16. Click on **MTD Actual**.
17. Click the **Filter** button.



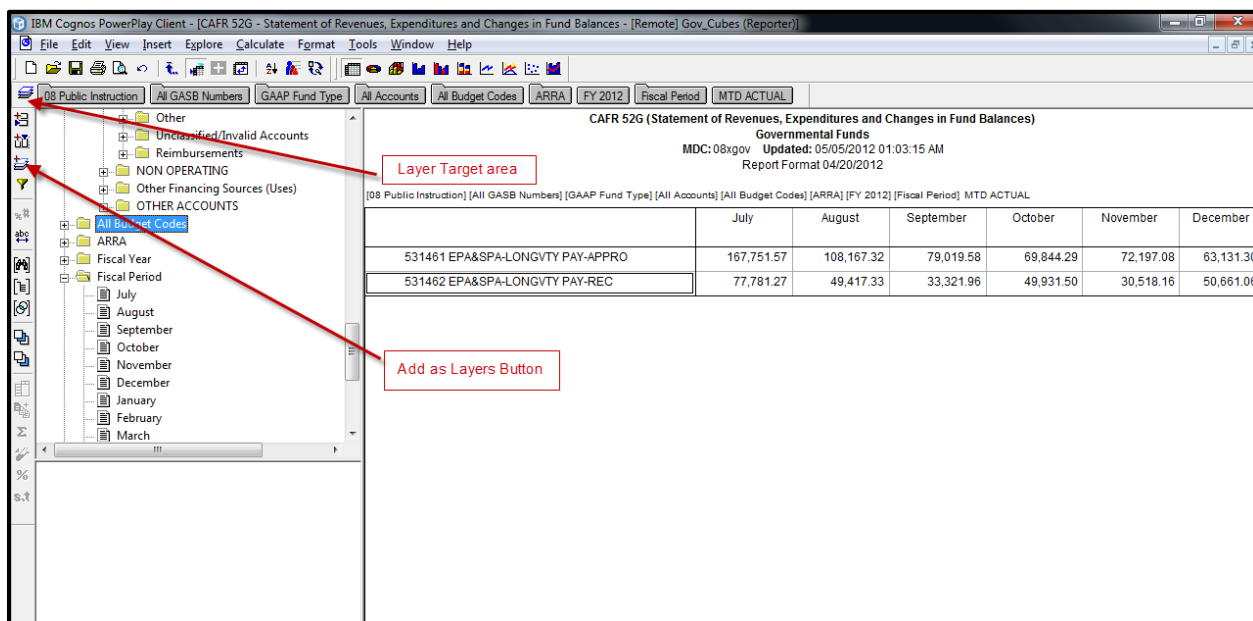
The DSS adds the detail level of the Fiscal Period dimension as columns.

To add Budget Codes layers to a report

18. Click on **All Budget Codes** to select.
19. Click on the **Add as Layers** button.



- You can also click and drag All Budget codes to the Layer Target area next to the dimension line to add as layers.



20. Double-click on the **All Budget Codes** label on the layer.

IBM Cognos PowerPlay Client - [CAFR 52G - Statement of Revenues, Expenditures and Changes in Fund Balances - (Remote) Gov_Cubes (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

08 Public Instruction All GASB Numbers GAAP Fund Type All Accounts All Budget Codes ARRA FY 2012 Fiscal Period MTD ACTUAL

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Governmental Funds
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[08 Public Instruction] [All GASB Numbers] [GAAP Fund Type] [All Accounts] [All Budget Codes] [ARRA] [FY 2012] [Fiscal Period] MTD ACTUAL

All Budget Codes Layer 1 of 14

	July	August	September	October	November	December
531461 EPA&SPA-LONGVTY PAY-APPRO	167,751.57	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30
531462 EPA&SPA-LONGVTY PAY-REC	77,781.27	49,417.33	33,321.96	49,931.50	30,518.16	50,661.06

Double-click on the All Budget Codes label to expand the layers

To scroll to the 13510 DPI-GENERAL layer

21. Click on the down arrow until the 13510 DPI-GENERAL layer is displayed.

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File Edit View Insert Explore Calculate Format Tools Window Help

08 Public Instruction All GASB Numbers GAAP Fund Type All Accounts All Budget Codes ARRA FY 2012 Fiscal Period MTD ACTUAL

CAFR 52G (Statement of Revenues, Expenditures and Changes in Fund Balances)
Governmental Funds
MDC: 08xgov Updated: 05/05/2012 01:03:15 AM
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[08 Public Instruction] [All GASB Numbers] [GAAP Fund Type] [All Accounts] [All Budget Codes] [ARRA] [FY 2012] [Fiscal Period] MTD ACTUAL

13510 DPI-GENERAL Layer 2 of 14

	July	August	September	October	November	December
531461 EPA&SPA-LONGVTY PAY-APPRO	167,751.57	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30
531462 EPA&SPA-LONGVTY PAY-REC	77,781.27	49,417.33	33,321.96	47,850.50	29,625.16	50,661.06

You have now successfully created your custom report.

A custom report can be saved and will automatically update with new data whenever the underlying cube is updated.

The following walkthrough demonstrates how to save a custom report.

WALKTHROUGH: Saving a Custom Report

SCENARIO

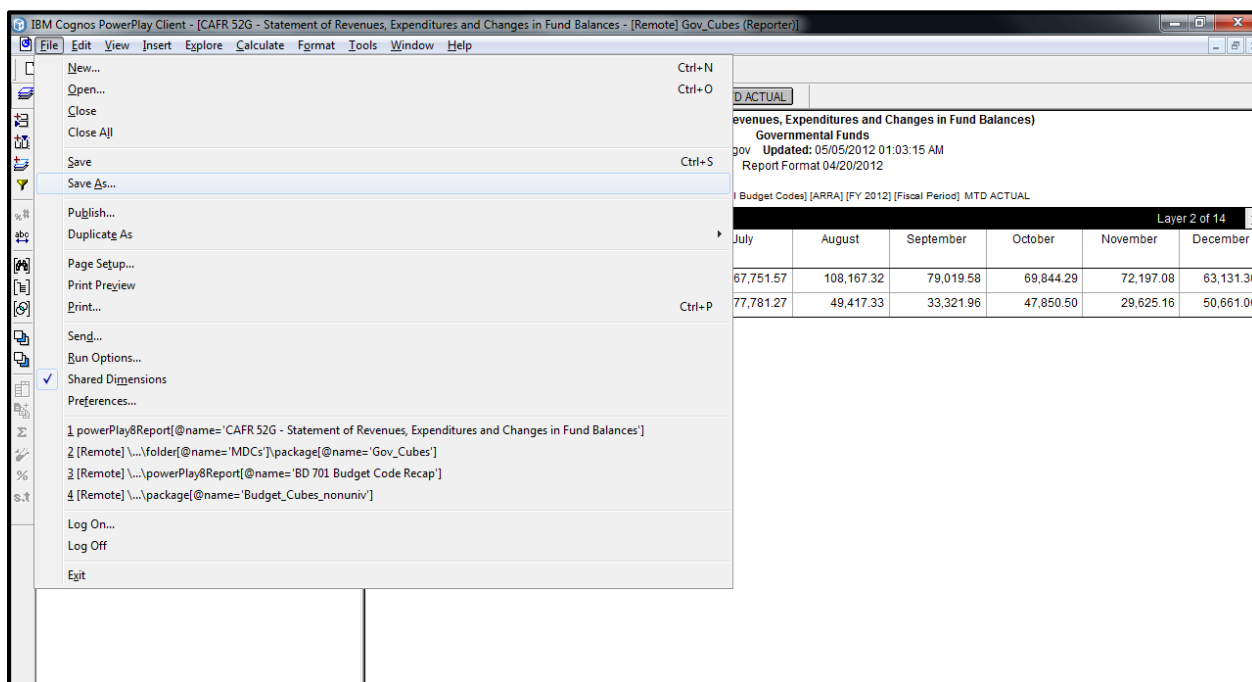
Now that your report is complete, you decide to save it for automatic updates so that you can refer to it often in the future.

Walkthrough Objective

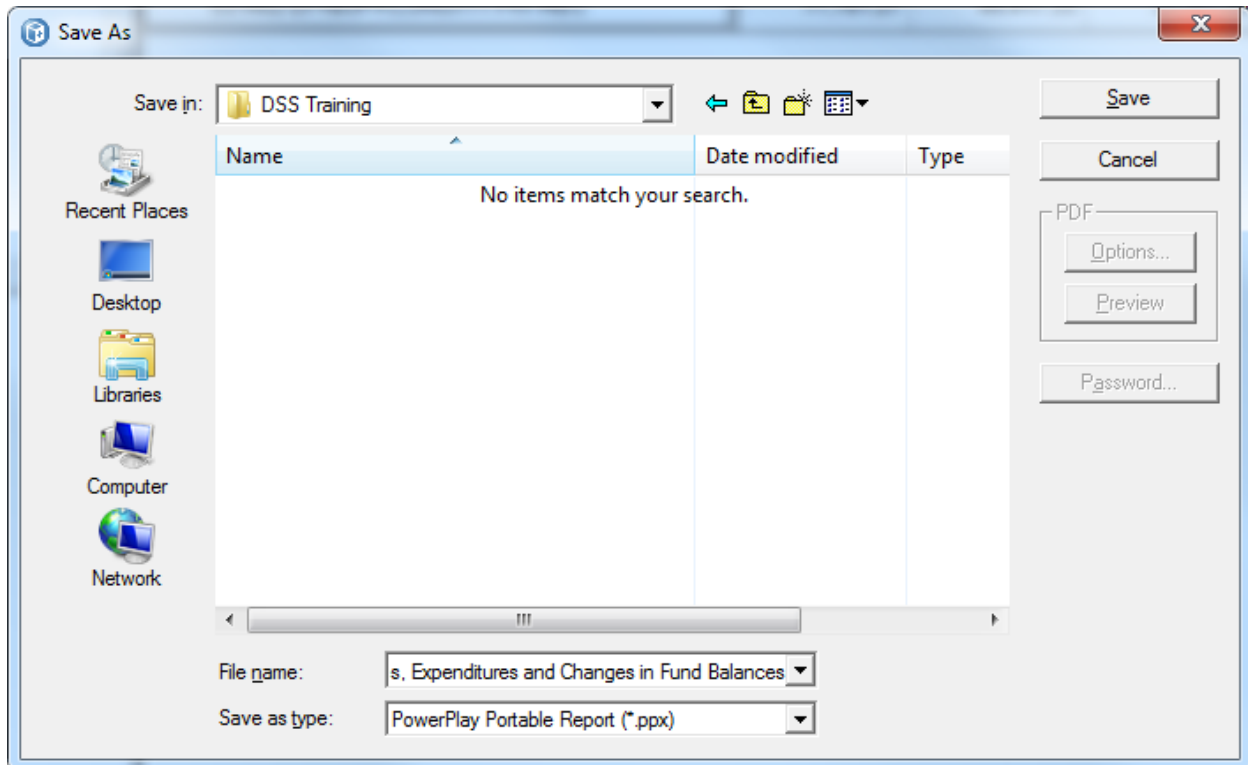
- Save the custom report

To save a custom report

1. Click on **File** on the menu bar.
2. Click on **Save As** from the dropdown menu.



The DSS displays the Save As dialog window.



Users may save reports in any directory where they have write access.

3. Select the directory **C:\DSS Training** from the Save As dialog box.

To type the name of your report

4. Type **ClassRpt** in the FILE NAME field of the Save As dialog window. (Be sure you are saving to the C:/DSS Training.)
5. Click on the **Save** button.

You have now successfully saved your report.

NOTE: If you customize a report from an existing standard report and save it to your hard drive or network drive, the name at the top of the report screen defaults to the standard report and does not change to your customized name once saved. So it is important to change the name of your report in the title place holder in order to identify the report when opened in the future. (Formatting titles is covered in the Formatting and Printing chapter.)

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Governmental Funds
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[08 Public Instruction] [All GASB Numbers] [GAAP Fund Type] [All Accounts] [All Budget Codes] [ARRA] [FY 2012] [Fiscal Period] MTD ACTUAL

13510 DPI-GENERAL	July	August	September	October	November	December
531461 EPA&SPA-LONGVTY PAY-APPRO	167,751.57	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30
531462 EPA&SPA-LONGVTY PAY-REC	77,781.27	49,417.33	33,321.96	47,850.50	29,625.16	50,661.06

Once saved, the report title defaults to the original standard report used to create your custom report.

Change your report title in the title place holder for report identification for future use.

NOTE: If you customize a report from an existing standard report and publish it to your custom folder, the name at the top of the report screen will change to your customized name.

CAFR 52G (Statement of Revenues, Expenditures and Changes in Fund Balances)
Governmental Funds
MDC: 08xgov Updated: 05/05/2012 01:03:15 AM
Report Format 04/20/2012

[08 Public Instruction] [All GASB Numbers] [GAAP Fund Type] [All Accounts] [All Budget Codes] [ARRA] [FY 2012] [Fiscal Period] MTD ACTUAL

13510 DPI-GENERAL	July	August	September	October	November	December
531461 EPA&SPA-LONGVTY PAY-APPRO	167,751.57	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30
531462 EPA&SPA-LONGVTY PAY-REC	77,781.27	49,417.33	33,321.96	47,850.50	29,625.16	50,661.06

When a custom report is Published to your agency custom folder, the report title changes to the customized name.

You should still change your report title in the title place holder for report identification.

The following walkthrough demonstrates how to close a report.

WALKTHROUGH: Closing a Report

SCENARIO

You are now ready to close your report.

Walkthrough Objective

- Close the report

To close the report

1. Click on the “**X**” in the upper right corner of the report. **DO NOT** click on the red “X” in the upper right corner of the screen as this will close the IBM Cognos PowerPlay client and you will have to log in again to open another report. If you are asked to save changes to your report, click no.

This activity provides practice in creating a custom report. The following scenario establishes a situation similar to one that employees might encounter in the workplace.

ACTIVITY: Creating a Custom Report

SCENARIO

You are responsible for the General Administrative Supplies for your agency. To help you review your month-to-date expenditures, you decide to create a custom report using the BD701 Budget Code Recap Report for your agency.

Create your custom report so that it shows your month to date actual expenditures by budget code for General Administrative Supplies (Acct. # 5331XX) for the current year. This report will be named **custom1.ppx** and you will use it later.

Filter the data by using these dimensions:

Current Fiscal Year

MTD ACTUAL (MEASURES).

Activity Objectives

- Open the BD701 Budget Code Recap Report
- Filter for the current fiscal year
- Filter for MTD ACTUAL
- Delete all
- Add months as columns
- Add detailed 5331XX account as rows
- Add Budget Codes as layers
- Save the Report as Custom1.ppx

Use the following diagram as a guide to create your custom report. When you are finished, save and close the report.

BUDGET CODES												
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
5331XX												
5331XX												
5331XX												
5331XX												

For assistance with this activity, refer to the *Steps for Completing the Activity on Creating a Custom Report* and the *Sample Solution* on the following pages or ask the instructors for help.

Sample Solution for the Activity on Creating a Custom Report

BUDGET CODE RECAP
BD 701
MDC: 14xbudget Updated: 5/5/2012 3:06:43 AM

[14 OSC] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [OSC Cost Centers] [ARRA] [FY 2012] [Fiscal Period] MTD ACTUAL

14160 OSC-GENERAL	July	August	September	October	November	December	January	February	March	April	M	a
533110 GENERAL OFFICE SUPPLIES	448.22	376.23	684.10	1,605.05	352.79	127.38	1,467.47	2,251.48	1,665.20	247.80	#	
533120 DATA PROCESSING SUPPLIES	0.00			3,282.95	403.40	-124.40	404.28	1,059.29	1,131.32	0.00	#	
533150 SECURITY & SAFETY SUPP	0.00			75.21	87.11	47.51	26.40	67.19	47.51	47.51	#	
533190 OTHER ADMIN SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#	

Annotations:

- Budget codes as layers (points to the first column)
- Detailed 5331XX accounts as rows (points to the first row)
- Months as columns (points to the month headers)

Steps for Completing the Activity on Creating a Custom Report

To open your agency's BD701 Budget Code Recap report from DSS IBM Cognos PowerPlay client

1. From the Public Folders area, click on the **Management Analysis** folder.
2. Click on the radio button next to the **BD701 Budget Code Recap** report and click OK.


To filter for the current fiscal year and MTD Actual

3. Position the cursor over **Fiscal Year** on the dimension line.
4. Click on the **current fiscal year** from the dimension list.
5. Position the cursor over **MEASURES** on the dimension line.
6. Click on **MTD ACTUAL** from the dimension list.



To delete all columns/rows/layers

7. Press the **Ctrl + A** keys.
 - Select all can be performed on the menu bar by clicking on **Edit** and then positioning the cursor over **Select**. Then click on **All** from the dropdown menu.
8. Press the **Delete** key.
9. You will get the subset breakage box, click **OK**.


To open the Dimension Viewer

10. If the Dimension Viewer is not open when you open the report, click on the Dimension Viewer button on the  toolbar.


To add months as columns

11. Click on **Fiscal Period** on the Dimension Viewer.
12. Click on the **Lowest level children of** button on the Dimension Viewer toolbar. 
13. Drag **Fiscal Period** to the right of the home area. A heavy vertical line is displayed. Release the mouse button.
 - Or, click on the ADD as Columns button on the Dimension Viewer tool bar. 

To add all 5331XX accounts as rows

14. Double-click on the **ACCOUNTS** dimension on the Dimension Viewer to drill down.
15. Double-click on **EXP + ADJ TO CASH** to drill down.
16. Double-click on **EXPENDITURES** to drill down.
17. Double-click on **533 SUPPLIES** to drill down.
18. Click on **5331 GENERAL ADMINISTRATIVE SUPPLIES** to select it.
19. Click on the **Lowest level children of** button on the Dimension Viewer toolbar.
20. Drag **5331 GENERAL ADMINISTRATIVE SUPPLIES** to the bottom of the home area. A heavy horizontal line is displayed. Release the mouse button.
 - Or, click on the **ADD as Rows** button on the Dimension Viewer tool bar. 

To add BUDGET CODES as layers

21. Click on the **BUDGET CODES** dimension on the Dimension Viewer to select it.
22. Click on the **Next level children of** button on the Dimension Viewer toolbar. Lowest level children of would have added the lowest level, which is Funds.
23. Drag Budget Code/Funds to the **Layer Target** area. 

To save the report

24. Click on **File** on the menu bar.
25. Click on **Save As** from the dropdown menu and save to **C:\DSS Training**.
26. Type **custom1** in the FILE NAME field of the Save As dialog window.
27. Click on the **Save** button.

To close Reporter

28. Click on the **"X"** in the upper right corner of the report.
- You have successfully created a customized report.

SUMMARY

This section of the handbook used walkthroughs to demonstrate several basic techniques to create custom reports by:

- Drilling down on a dimension summary point to uncover more detailed information in a report.
- Drilling up on a dimension summary point to reduce detailed information in a report.
- Deleting data in a report.
- Adding dimensions to a report.
- Saving and closing a custom report.

Modifying Custom Reports

Overview

This section describes how to change custom reports by:

- Adding a calculation row, column, or layer.
- Adding a blank row or column.
- Adding an underline.
- Moving a row, column, or layer to another location.
- Swapping rows, columns, and layers.

First, you are going to open the OSC report you saved earlier.

Custom reports retrieve data from databases which are updated nightly by the OSC. When opening custom reports at a future date, you should see the same rows, columns, and layers, but with updated data.

Opening a Custom Report

The following walkthrough demonstrates how to open your customized report.

WALKTHROUGH: Opening a Custom Report

SCENARIO

You are a manager at the DPI. You want to open a customized report that you created earlier to see the updated data.

Walkthrough Objectives

- Open the custom report
- Close the Dimension Viewer
- Resize the dimension line

To open a customized report

1. Open **Windows Explorer**.
2. Click on **C:\DSS Training**. If the report has been saved in another directory, select the appropriate directory.
3. Double-click on **ClassRpt.ppx**.

You have now successfully opened your customized report.

To close the Dimension Viewer, if needed

- Click on the Dimension Viewer button on the toolbar.

To resize the dimension line, if needed

- Position the cursor on the edge of the dimension line until a double-headed arrow is displayed.
- Click and drag the dimension line until it is doubled in size.

Frequently, information in financial reports is used in calculations. Calculations can be created using rows, columns, or layers in the report.

Calculations are often used for computing:

- An increase of a certain percent in expenses.
- The percentage of total expenditures that a specific expenditure represents.
- The total of customized groupings of revenue or expenditure categories.
- The excess of expenditures over revenues (or appropriations).

Adding a Calculated Row

The following walkthrough demonstrates how to add a row calculation to a report. A subsequent walkthrough covers adding a column calculation to a report.

WALKTHROUGH: Adding a Calculation Row to a Report

SCENARIO

You determine that you need a total of longevity.

Walkthrough Objective

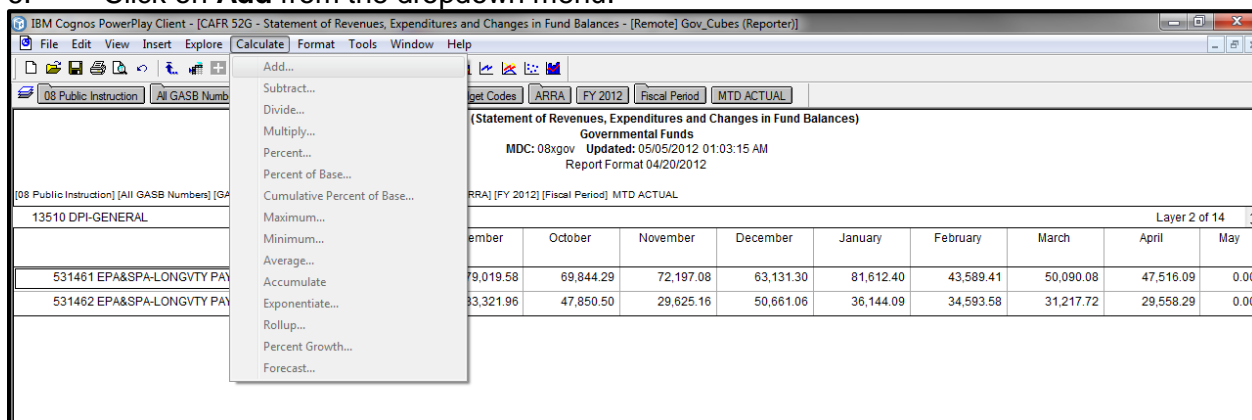
- Add a calculation row LONGEVITY

To select the rows to be used in the calculation

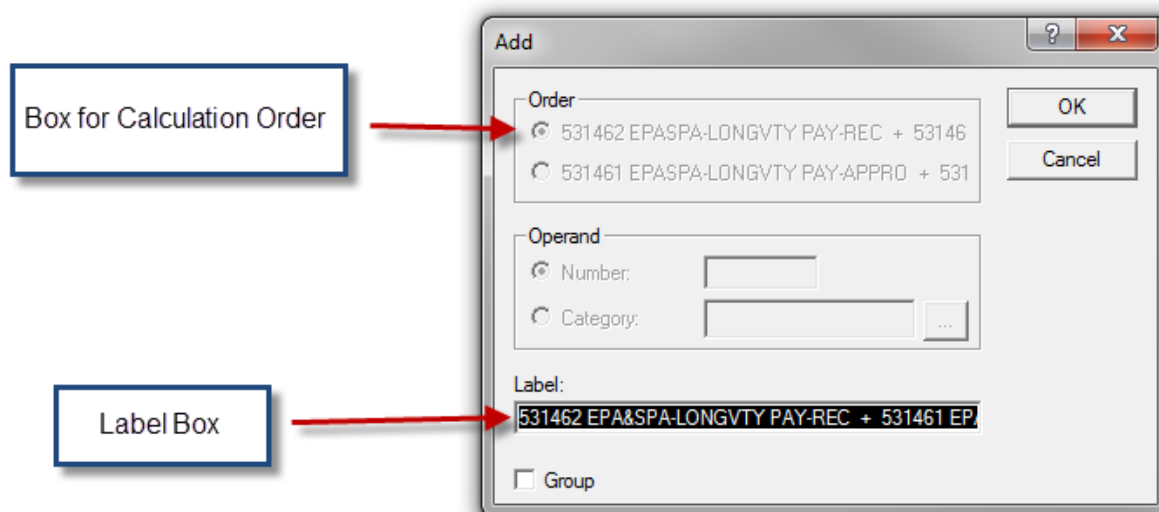
1. Click on **531462**.
2. Press and hold down the **Shift Key**.
3. Click on **531461**.
4. Release the **Shift Key**.
 - Notice the cursor box around 531461. The calculated row will be inserted beneath the cursor box.
 - **NOTE:** Calculated rows are added below the cursor and calculated columns are added to the right of the cursor.

To set up the calculation

5. Click on **Calculate** on the menu bar.
6. Click on **Add** from the dropdown menu.



DSS displays the **ADD** dialog box.



To change the label title

7. Type **LONGEVITY** in the Label box.
8. Click the **OK** button.

Notice that the calculation is displayed in the row below the location of the cursor box

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08 Public Instruction All GASB Numbers GAAP Fund Type All Accounts All Budget Codes ARRA FY 2012 Fiscal Period MTD ACTUAL

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08 Public Instruction All GASB Numbers GAAP Fund Type All Accounts All Budget Codes ARRA FY 2012 Fiscal Period MTD ACTUAL

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	July	August	September	October	November	December	January	February	March	April	May
531461 EPA&SPA-LONGVTY PAY	167,751.57	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30	81,612.40	43,589.41	50,090.08	47,516.09	0.00
LONGEVITY	245,532.84	157,584.65	112,341.54	117,694.79	101,822.24	113,792.36	117,756.49	78,182.99	81,307.80	77,074.38	0.00
531462 EPA&SPA-LONGVTY PAY	77,781.27	49,417.33	33,321.96	47,850.50	29,625.16	50,661.06	36,144.09	34,593.58	31,217.72	29,558.29	0.00

Cursor Box

You have successfully completed the calculation row.

Working with Rows

Sometimes a report can be improved by moving a row to another location. Any dimension that is a row, column or layer can be moved.

The following walkthrough demonstrates how to move a row in a report.

WALKTHROUGH: Moving a Row

SCENARIO

Now that you have created the **LONGEVITY** calculation row, you want to move it to the bottom of the customized report.

To move the **LONGEVITY** calculation row to another location

1. Click on the row label, **LONGEVITY**, and release. The **LONGEVITY** row is now highlighted.

2. Click again on **LONGEVITY** and hold down the left mouse button.

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[08 Public Instruction] [All GASB Numbers] [GAAP Fund Type] [All Accounts] [All Budget Codes] [ARRA] [FY 2012] [Fiscal Period] MTD ACTUAL

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	July	August	September	October	November	December	January	February	March	April	May
531461 EPA&SPA-LONGVITY P	167,751.57	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30	81,612.40	43,589.41	50,090.08	47,516.09	0.00
LONGEVITY	245,532.84	157,584.65	112,341.54	119,775.79	102,715.24	113,792.36	117,756.49	79,604.99	81,307.80	78,315.38	0.00
531462 EPA&SPA-LONGVITY P	77,781.27	49,417.33	33,321.96	49,931.50	30,518.16	50,661.06	36,144.09	36,015.58	31,217.72	30,799.29	0.00

3. Drag the **LONGEVITY** row to the bottom row. Notice the heavy line that displays the position where the row will be placed. Release the mouse button.

- Notice that moving the row requires clicking once on the label to select it and once more to move it to a new location.

You have successfully moved **LONGEVITY** down one row.

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[08 Public Instruction] [All GASB Numbers] [GAAP Fund Type] [All Accounts] [All Budget Codes] [ARRA] [FY 2012] [Fiscal Period] MTD ACTUAL

All Budget Codes Layer 1 of 1

	July	August	September	October	November	December	January	February	March	April	May
531461 EPA&SPA-LONGVITY P	167,751.57	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30	81,612.40	43,589.41	50,090.08	47,516.09	0.00
531462 EPA&SPA-LONGVITY P	77,781.27	49,417.33	33,321.96	49,931.50	30,518.16	50,661.06	36,144.09	36,015.58	31,217.72	30,799.29	0.00
LONGEVITY	245,532.84	157,584.65	112,341.54	119,775.79	102,715.24	113,792.36	117,756.49	79,604.99	81,307.80	78,315.38	0.00

When a calculation is moved to another location, the calculation does not change.

Unlike spreadsheet applications (e.g., Excel), a DSS calculation remains the same even if the rows, columns, or layers used to create it are deleted. After the calculation is defined, DSS retrieves data from the database dimension points, not from the data cells visible in the workspace.

WALKTHROUGH: Renaming a Label

SCENARIO

You decide that the calculation row **LONGEVITY** should be renamed **TOTAL**.

Walkthrough Objectives

- Rename the calculation row **LONGEVITY**.

To rename the calculation row

1. Click on row label **LONGEVITY** with right mouse button.

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All Budget Codes Layer 1 of 1

	July	August	September	October	November	December	January	February	March	April	May
531461 EPA&SPA-LONGVITY P	167,751.57	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30	81,612.40	43,589.41	50,090.08	47,516.09	0.00
531462 EPA&SPA-LONGVITY P	77,781.27	49,417.33	33,321.96	49,931.50	30,518.16	50,661.06	36,144.09	36,015.58	31,217.72	30,799.29	0.00
LONGEVITY	245,532.84	157,584.65	112,341.54	119,775.79	102,715.24	113,792.36	117,756.49	79,604.99	81,307.80	78,315.38	0.00

Display Options...
Format Categories
Rename Label... F2
Hide
Hide/Show Summaries at this Level
Drill Up
Drill Down
Crosstab Layout
Delete
Explain

2. Select **Rename Label**.
3. Type **TOTAL** in the New Category Label box.
4. Click the **OK** button.

Rename Label

New category label:

Total

OK
Cancel
Reset

To view the composition of any row, you can Right click on the calculated row or highlight the calculated row and choose Explain on the View Menu.

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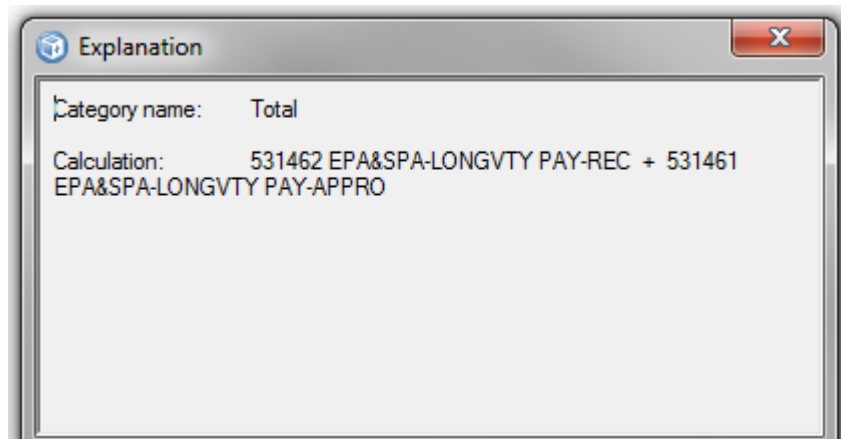
[08 Public Instruction] [All GASB Numbers] [GAAP Fund Type] [All Accounts] [All Budget Codes] [ARRA] [FY 2012] [Fiscal Period] MTD ACTUAL

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	July	August	September	October	November	December	January	February	March	April	May
531461 EPA&SPA-LONGVITY P	167,751.57	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30	81,612.40	43,589.41	50,090.08	47,516.09	0.00
531462 EPA&SPA-LONGVITY P	77,781.27	49,417.33	33,321.96	49,931.50	30,518.16	50,661.06	36,144.09	36,015.58	31,217.72	30,799.29	0.00
Total	245,532.84	157,584.65	112,341.54	119,775.79	102,715.24	113,792.36	117,756.49	79,604.99	81,307.80	78,315.38	0.00

Display Options...
Format Categories
Rename Label... F2
Hide
Hide/Show Summaries at this Level
Drill Up
Drill Down
Crosstab Layout
Delete
Explain
Override Precedence

To View composition of any calculation:
1. Right click the calculated row or column
2. Select Explain
OR
1. Highlight the calculated row or column
2. From the Menu Bar choose Explain on the View Menu.



WALKTHROUGH: Adding a Blank Row or Column

SCENARIO

You would like to set off your calculation by adding a blank row above it. You would also like to add underlining to signify that TOTAL is a calculated row.

Walkthrough Objectives

- Add a blank row before TOTAL
- Add underline formatting for TOTAL

To add a blank row

1. Click on **531462** to select it.
 - Choose the row above the place where you want a blank row added or choose the column to the left of where you want a blank column added.
2. Click on **Insert** on the menu bar.
3. Click on **Blank(s)** from the dropdown menu.
 - **NOTE:** Data cannot be typed into the blank line.

DSS inserts a blank row below the cursor and inserts a blank column to the right of the cursor.

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[08 Public Instruction] [All GASB Numbers] [GAAP Fund Type] [All Accounts] [All Budget Codes] [ARRA] [FY 2012] [Fiscal Period] MTD ACTUAL											
All Budget Codes											Layer 1 of 1
	July	August	September	October	November	December	January	February	March	April	May
531461 EPA&SPA-LONGVTY P	167,751.57	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30	81,612.40	43,589.41	50,090.08	47,516.09	0.00
531462 EPA&SPA-LONGVTY P	77,781.27	49,417.33	33,321.96	49,931.50	30,518.16	50,661.06	36,144.09	36,015.58	31,217.72	30,799.29	0.00
Total	245,532.84	157,584.65	112,341.54	119,775.79	102,715.24	113,792.36	117,756.49	79,604.99	81,307.80	78,315.38	0.00

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	July	August	September	October	November	December	January	February	March	April	May
531461 EPA&SPA-LONGVTY P	167,751.57	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30	81,612.40	43,589.41	50,090.08	47,516.09	0.00
531462 EPA&SPA-LONGVTY P	77,781.27	49,417.33	33,321.96	49,931.50	30,518.16	50,661.06	36,144.09	36,015.58	31,217.72	30,799.29	0.00
Total	245,532.84	157,584.65	112,341.54	119,775.79	102,715.24	113,792.36	117,756.49	79,604.99	81,307.80	78,315.38	0.00

To add double underline formatting

- Click on **TOTAL** to select it.
- Right click the mouse.
- Position the cursor over **Format Categories** on the pop-up menu.
- Click on **Values Only**.
- Click on the **down arrow** beneath Over or underline.
- Click on the following option.



- Click on the **OK** button.
- The DSS displays the formatted report.

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	July	August	September	October	November	December	January	February	March	April	May
531461 EPA&SPA-LONGVTY P	167,751.57	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30	81,612.40	43,589.41	50,090.08	47,516.09	0.00
531462 EPA&SPA-LONGVTY P	77,781.27	49,417.33	33,321.96	49,931.50	30,518.16	50,661.06	36,144.09	36,015.58	31,217.72	30,799.29	0.00
Total	<u>245,532.84</u>	<u>157,584.65</u>	<u>112,341.54</u>	<u>119,775.79</u>	<u>102,715.24</u>	<u>113,792.36</u>	<u>117,756.49</u>	<u>79,604.99</u>	<u>81,307.80</u>	<u>78,315.38</u>	<u>0.00</u>

A calculation can also be added to a report as a column or layer.

Adding a Calculated Column

The following walkthrough demonstrates how to add a calculation column to a report.

WALKTHROUGH: Adding a Calculation Column to a Report**SCENARIO**

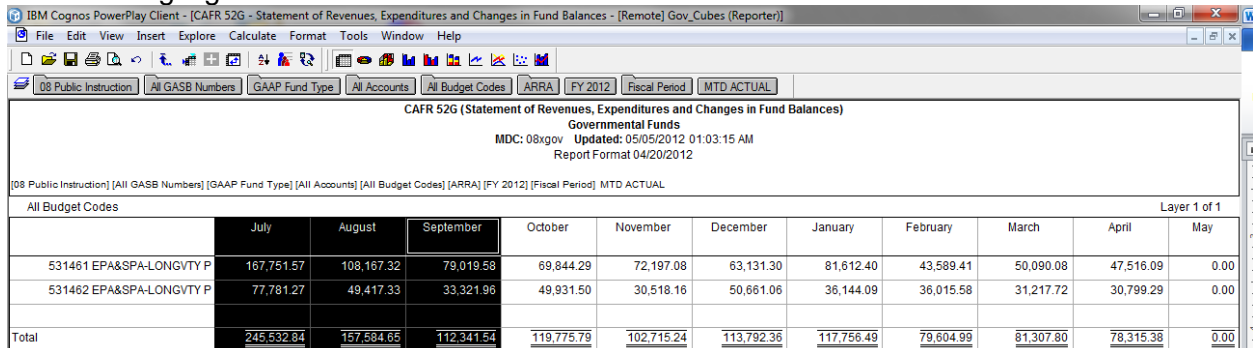
You need totals for the first quarter.

Walkthrough Objective

- Add a calculation Column total for the first quarter

To select the columns that will be used in the calculation

1. Click and hold the column labeled **July**. Drag the curser across **August** and **September** to highlight all three months.

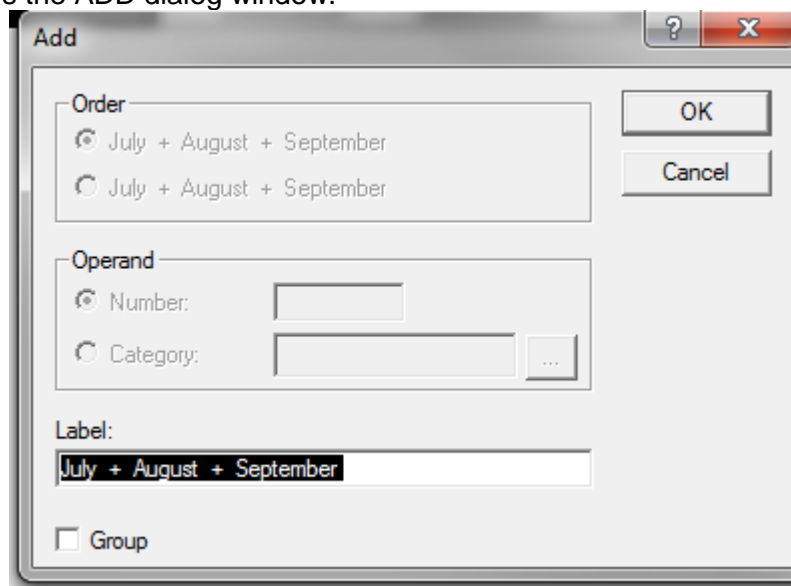


	July	August	September	October	November	December	January	February	March	April	May
531461 EPA&SPA-LONGVTY P	167,751.57	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30	81,612.40	43,589.41	50,090.08	47,516.09	0.00
531462 EPA&SPA-LONGVTY P	77,781.27	49,417.33	33,321.96	49,931.50	30,518.16	50,661.06	36,144.09	36,015.58	31,217.72	30,799.29	0.00
Total	245,532.84	157,584.65	112,341.54	119,775.79	102,715.24	113,792.36	117,756.49	79,604.99	81,307.80	78,315.38	0.00

To set up the calculation

2. Click on **Calculate** on the menu bar.
3. Click on **Add** from the dropdown menu.

The DSS displays the ADD dialog window.



Add

Order

☒ July + August + September

☐ July + August + September

Operand

☒ Number:

☐ Category: ...

Label:

☐ Group

OK Cancel

To indicate the label for the calculation

4. Type **First Quarter** in the Label box.
5. Click on the **OK** button.

You have created a calculation column placed to the right of the cursor box. The DSS highlights the calculation column.

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	July	First Quarter	August	September	October	November	December	January	February	March	April
531461 EPA&SPA-LONGVTY P	167,751.57	354,938.47	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30	81,612.40	43,589.41	50,090.08	47,516.09
531462 EPA&SPA-LONGVTY P	77,781.27	160,520.56	49,417.33	33,321.96	49,931.50	30,518.16	50,661.06	36,144.09	36,015.58	31,217.72	30,799.29
Total	245,532.84	515,459.03	157,584.65	112,341.54	119,775.79	102,715.24	113,792.36	117,756.49	79,604.99	81,307.80	78,315.38

You have now successfully added a calculation column to show you the total longevity for the first Quarter.

Moving a Column

The following walkthrough demonstrates how to move a column to another location.

WALKTHROUGH: Moving a Column

SCENARIO

You like the calculation column, but now want to move it to the first column in the report.

Walkthrough Objective

- To move the First Quarter column to another location

To move the First Quarter column to another location

- Click on the **First Quarter** column label and release.
- Click again on **First Quarter** column label and hold down the left mouse button.

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	July	First Quarter	August	September	October	November	December	January	February	March	April
531461 EPA&SPA-LONGVTY P	167,751.57	354,938.47	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30	81,612.40	43,589.41	50,090.08	47,516.09
531462 EPA&SPA-LONGVTY P	77,781.27	160,520.56	49,417.33	33,321.96	49,931.50	30,518.16	50,661.06	36,144.09	36,015.58	31,217.72	30,799.29
Total	245,532.84	515,459.03	157,584.65	112,341.54	119,775.79	102,715.24	113,792.36	117,756.49	79,604.99	81,307.80	78,315.38

Heavy Line

- Drag the column label to the left, all the way to the right border of the home area. Notice the heavy line that displays the “drop zone”. Release the mouse button.

You have successfully moved the First Quarter column to the first position.

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	First Quarter	July	August	September	October	November	December	January	February	March	April
531461 EPA&SPA-LONGVTY P	354,938.47	167,751.57	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30	81,612.40	43,589.41	50,090.08	47,516.09
531462 EPA&SPA-LONGVTY P	160,520.56	77,781.27	49,417.33	33,321.96	49,931.50	30,518.16	50,661.06	36,144.09	36,015.58	31,217.72	30,799.29
Total	515,459.03	245,532.84	157,584.65	112,341.54	119,775.79	102,715.24	113,792.36	117,756.49	79,604.99	81,307.80	78,315.38

- The underline formatting does not adhere to the new column.

Swapping Layers

Layers can also be moved by making use of the Swap feature, as demonstrated by the following walkthrough.

WALKTHROUGH: Swapping Rows and Layers

SCENARIO

You think your customized report might be improved if you switch the rows and layers.

Walkthrough Objective

- Switch the rows and layers

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	August	September	October	November	December	January	February	March	April
531461 EPA&SPA-LON	51.57	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30	81,612.40	43,589.41	50,090.08
531462 EPA&SPA-LON	81.27	49,417.33	33,321.96	49,931.50	30,518.16	50,661.06	36,144.09	36,015.58	31,217.72
Total	32.84	157,584.65	112,341.54	119,775.79	102,715.24	113,792.36	117,756.49	79,604.99	81,307.80

To swap rows and layers

- Click on **Explore** on the menu bar.
- Position the cursor over **Swap** from the dropdown menu.
- Click on **Rows and Layers** from the dropdown menu.

The rows and layers are now swapped on your report.

	First Quarter	July	August	September	October	November	December	January	February	March	April
All Budget Codes	354,938.47	167,751.57	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30	81,612.40	43,589.41	50,090.08	47,516.09
13510 DPI-GENERAL	354,938.47	167,751.57	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30	81,612.40	43,589.41	50,090.08	47,516.09

If zero suppression is turned on and you swap rows & layers or columns & layers, you may see more layers than expected. **Zero suppression does not work on layers.** To get rid of the extra layers requires swapping back rows & layers or columns & layers, turning zero suppression off, and deleting the rows or columns that have all zeros displayed. Then turn zero suppression back on and swap rows & layers or columns & layers.

WALKTHROUGH: Moving Layers

SCENARIO

Your total calculation is currently your third layer. You decide it will improve your report if the total calculation is the first layer.

Walkthrough Objectives

- Move the total calculation layer to the first layer

To swap rows and layers

1. Click on **Explore** on the menu bar.
2. Position the cursor over **Swap** from the dropdown menu.
3. Click on **Rows and Layers** from the dropdown menu.

	August	September	October	November	December	January	February	March	April
51.57	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30	81,612.40	43,589.41	50,090.08	47,516.09
51.57	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30	81,612.40	43,589.41	50,090.08	47,516.09

To move a row

4. Click on the row label **Total**, then release the mouse button.
5. Click and hold on the row label **Total** and drag it upwards to the bottom of the home area.

IBM Cognos PowerPlay Client - [CAFR 52G - Statement of Revenues, Expenditures and Changes in Fund Balances - [Remote] Gov_Cubes (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

08 Public Instruction All GASB Numbers GAAP Fund Type All Accounts All Budget Codes ARRA FY 2012 Fiscal Period MTD ACTUAL

CAFR 52G (Statement of Revenues, Expenditures and Changes in Fund Balances)
Governmental Funds
MDC: 08xgov Updated: 05/05/2012 01:03:15 AM
Report Format 04/20/2012

08 Public Instruction All GASB Numbers GAAP Fund Type All Accounts All Budget Codes ARRA FY 2012 Fiscal Period MTD ACTUAL

All Budget Codes Layer 1 of 14

	First Quarter	July	August	September	October	November	December	January	February	March	April
531461 EPA&SPA-LONGVTY P	354,938.47	167,751.57	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30	81,612.40	43,589.41	50,090.08	47,516.09
531462 EPA&SPA-LONGVTY P	160,520.56	77,781.27	49,417.33	33,321.96	49,931.50	30,518.16	50,661.06	36,144.09	36,015.58	31,217.72	30,799.29
Total	515,459.03	245,532.84	157,584.65	112,341.54	119,775.79	102,715.24	113,792.36	117,756.49	79,604.99	81,307.80	78,315.38

To swap rows and layers back

- Click on **Explore** on the menu bar.
- Position the cursor over **Swap** from the dropdown menu.
- Click on **Rows and Layers** from the dropdown menu.

IBM Cognos PowerPlay Client - [CAFR 52G - Statement of Revenues, Expenditures and Changes in Fund Balances - [Remote] Gov_Cubes (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

08 Public Instruction All GASB Numbers GAAP Fund Type All Accounts All Budget Codes ARRA FY 2012 Fiscal Period MTD ACTUAL

CAFR 52G (Statement of Revenues, Expenditures and Changes in Fund Balances)
Governmental Funds
MDC: 08xgov Updated: 05/05/2012 01:03:15 AM
Report Format 04/20/2012

08 Public Instruction All GASB Numbers GAAP Fund Type All Accounts All Budget Codes ARRA FY 2012 Fiscal Period MTD ACTUAL

All Budget Codes Layer 1 of 14

	First Quarter	July	August	September	October	November	December	January	February	March	April
Total	515,459.03	245,532.84	157,584.65	112,341.54	119,775.79	102,715.24	113,792.36	117,756.49	79,604.99	81,307.80	78,315.38
531461 EPA&SPA-LONGVTY P	354,938.47	167,751.57	108,167.32	79,019.58	69,844.29	72,197.08	63,131.30	81,612.40	43,589.41	50,090.08	47,516.09
531462 EPA&SPA-LONGVTY P	160,520.56	77,781.27	49,417.33	33,321.96	49,931.50	30,518.16	50,661.06	36,144.09	36,015.58	31,217.72	30,799.29

You have now successfully moved TOTAL CALCULATION to be the first layer.

- Right click on the layer **Total** to reveal the drop down box.
- Click on **Go to Layer**.
- Click **CANCEL**.

Go to Layer

Layer name:

Total
531461 EPA&SPA-LONGVTY PAY-AI
531462 EPA&SPA-LONGVTY PAY-R

Layer number: 1

OK Cancel

- Save and close** report.

This activity is designed to provide practice changing a custom report by adding calculation columns. The following scenario establishes a situation similar to one that employees might encounter in the workplace

ACTIVITY: Changing a Report

SCENARIO

You are responsible for the general administrative supplies for your agency. You want to review your general administrative expenses at the end of each quarter for the current fiscal year.

Open the custom report named custom1.ppx that you created in a previous activity. Change the report by adding calculation columns to show the year to date actual and quarter to date actual expenditures for each quarter for General Administrative Supplies (Acct. 5331XX) for the current fiscal year.

Use the following diagram to guide you in creating your custom report. When you are finished, save the report as custom1_modified.ppx.

Activity Objectives

- Open the custom1.ppx report
- Calculate total columns for quarters 1- 4
- Delete columns for the individual months from the report
- Calculate YTD ACTUAL
- Save the new version of your report as custom1_modified.ppx

BUDGET CODES					
	YTD Act	Quarter 1	Quarter 2	Quarter 3	Quarter 4
5331XXX					
5331XXX					
5331XXX					

For assistance with this activity, refer to the Steps for Completing the Activity on Creating a Custom Report and the Sample Solution on the following pages or ask the instructors for help.

Sample Solution for the Activity on Changing a Custom Report

BUDGET CODE RECAP					
BD 701					
MDC: 08xbudget Updated: 5/9/2012 3:21:45 AM					
[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [FY 2012] [Fiscal Period] [MTD ACTUAL]					
Layer 2 of 12					
13510 DPI-GENERAL	YTD Actual	Quarter 1	Quarter 2	Quarter 3	Quarter 4
533110 GENERAL OFFICE SUPPLIES	98,253.46	15,576.62	36,356.27	34,905.54	11,415.03
533120 DATA PROCESSING SUPPLIES	157,882.01	20,182.15	74,317.40	43,401.94	19,980.52
533150 SECURITY & SAFETY SUPP	36,310.44	13,814.60	20,179.93	1,315.71	0.20
533190 OTHER ADMIN SUPPLIES	0.00	0.00	0.00	0.00	0.00

Steps for Completing the Activity on Creating a Custom Report

To open your custom report using Windows Explorer

1. Using Windows Explorer, locate your report file **Custom1.ppx** and double-click on the file name to open it.

To add the Quarter 1 calculation and delete the 1st Quarter's months

2. Click on the column label **July**.
3. Press and continue to hold down the **Shift** key.
4. Click on the column label **September**.
5. Release the **Shift** key.
6. Click on **Calculate** on the menu bar.
7. Click on **Add** to select it from the dropdown menu.
8. Type **Quarter 1**.
9. Click on the **OK** button.
10. Click on the column label **July**.
11. Press and continue to hold down the **Control** key.
12. Click on the column label **August**.
13. Click on the column label **September**.
14. Release the **Control** key.
15. Press the **Delete** key.

To add the Quarter 2 calculation and delete the 2nd Quarter's months

16. Click on the column label **October**.
17. Press and continue to hold down the **Shift** key.
18. Click on the column label **December**.
19. Release the **Shift** key.
20. Click on **Calculate** on the menu bar.
21. Click on **Add** to select it from the dropdown menu.
22. Type **Quarter 2**.
23. Click on the **OK** button.
24. Click on the column label **October**.
25. Press and continue to hold down the **Control** key.
26. Click on the column label **November**.
27. Click on the column label **December**.
28. Release the **Control** key.
29. Press the **Delete** key.

To add the Quarter 3 calculation and delete the 3rd Quarter's months

30. Click on the column label **January**.
31. Press and continue to hold down the **Shift** key.
32. Click on the column label **March**.
33. Release the **Shift** key.
34. Click on **Calculate** on the menu bar.
35. Click on **Add** to select it from the dropdown menu.
36. Type **Quarter 3**.
37. Click on the **OK** button.
38. Click on the column label **January**.
39. Press and continue to hold down the **Control** key.
40. Click on the column label **February**.
41. Click on the column label **March**.
42. Release the **Control** key.
43. Press the **Delete** key.

To add the Quarter 4 calculation and delete the 4th Quarter's months

44. Click on the column label **April**.
45. Press and continue to hold down the **Shift** key.
46. Click on the column label **June**.
47. Release the **Shift** key.
48. Click on **Calculate** on the menu bar.
49. Click on **Add** to select it from the dropdown menu.
50. Type **Quarter 4**.
51. Click on the **OK** button.
52. Click on the column label **April**.
53. Press and continue to hold down the **Control** key.
54. Click on the column label **May**.
55. Click on the column label **June**.
56. Release the **Control** key.
57. Press the **Delete** key.

To add the YTD calculation

58. Click on **Edit** on the menu bar.
59. Position the cursor over **Select** from the dropdown menu.
60. Click on **Columns** from the dropdown menu
61. Click on **Calculate** on the menu bar.
62. Click on **Add** to select it from the dropdown menu.
63. Type **YTD Actual**.
64. Click on the **OK** button.

To move YTD Column

65. Click on **YTD Column**.
66. Release mouse.
67. Click on **YTD Column** and drag to the far left.

To save and close the report

68. On the menu bar, click on **File**, then **Save As**.
69. In the Save As dialog box, type **Custom1_modified** in the File name window.
70. Click on the **Save** button.
71. Close your report by clicking on the X in the upper right hand corner of the screen. Do not click on the X in the red box because this will close Cognos Client.

Nesting Dimensions

Nesting allows you to add another dimension to your reports other than as a row, column or layer. When Nesting, there are two “drop zones”. The long bar drop zone allows nesting for all rows or all columns. The short bar drop zone allows nesting to an individual row or column.

WALKTHROUGH: Adding a Long Bar Row Nesting

SCENARIO

You have decided to start a custom report from scratch using the BD 701 Budget Code Recap. First, delete all. Then add back TRAVEL and COMMUNICATION as rows. Do a left nesting of Budget Codes.

Walkthrough Objectives

- Open BD 701 Budget Code Recap
- Delete all
- Open the Dimension Viewer
- Add rows Travel and Communication
- Add a left nesting of Budget Codes

To open BD 701 Budget Code Recap from the Public Folders area

1. Locate the report in the Management Analysis folder and double-click on the report.

To delete all

2. Press the **Control + A** keys. Click **OK** to the Subset Breakage message.
3. Press the **Delete** key.
 - On the menu bar choose Edit, position the cursor over Select from the dropdown menu, and click on All from the dropdown menu.

To open the Dimension Viewer, if needed

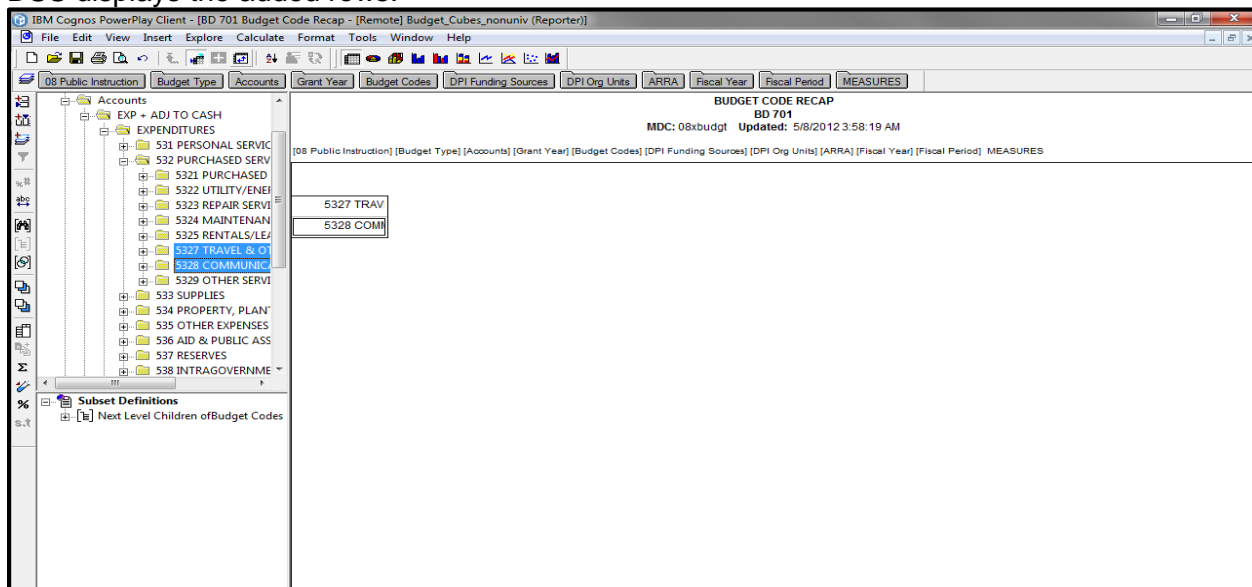
4. Click on the **Dimension Viewer** button on the toolbar.
5. Position the cursor over the right border of the Dimension Viewer.
 - The cursor changes shape to become a crosshair.
6. Click and drag the border to the right until all dimension titles are visible.

To add rows

7. Double-click on **Accounts** in the Dimension Viewer.
8. Double-click on **Exp & Adj to Cash** accounts.
9. Double-click on **Expenditures**.
10. Double-click on **532 Purchased Svcs**.
11. Click on **5327 Travel & Other Employee Expenses** in the Dimension Viewer.
12. Press and continue to hold down the **Shift** key.
13. Click on **5328 Communication & Data Processing** in the Dimension Viewer.
14. Release the **Shift** key.
15. Click on the **Add as rows** button on the Dimension Viewer toolbar.

- To add rows, click on the dimension to add, right click, and click on Add as Rows on the pop-up menu.

DSS displays the added rows.

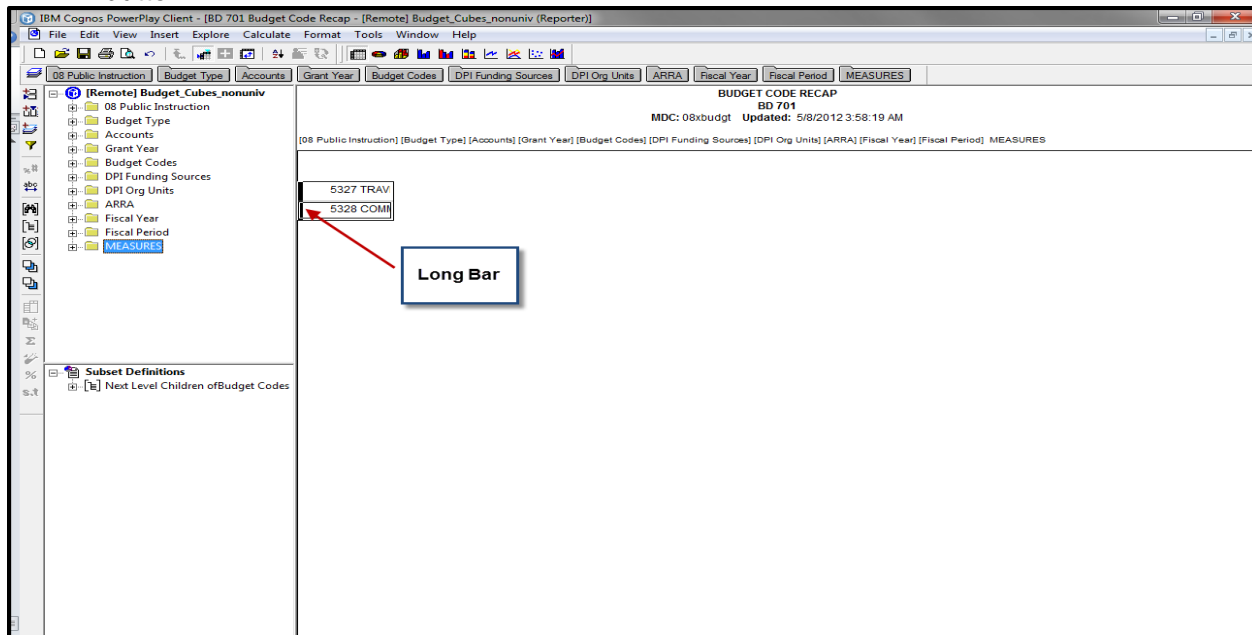


To add a left nesting

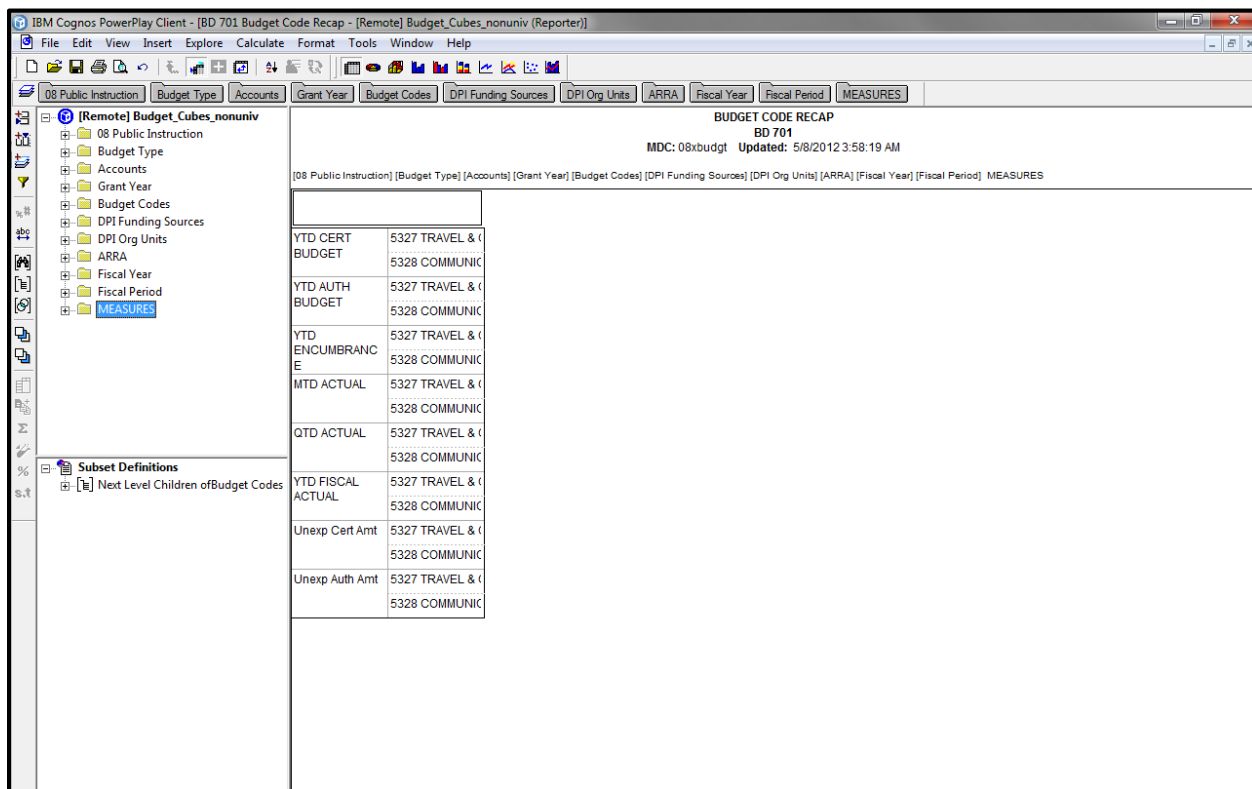
- Click on **Measures** in the Dimension Viewer.
- Click on the **Next level children** of button on the Dimension Viewer toolbar.



- Drag **Measures** to the left side of the rows. A long bar is displayed. Release the mouse button.



The DSS displays the row nesting.



19. Undo the Long Bar nesting.



WALKTHROUGH: Adding Short Bar Nesting

SCENARIO

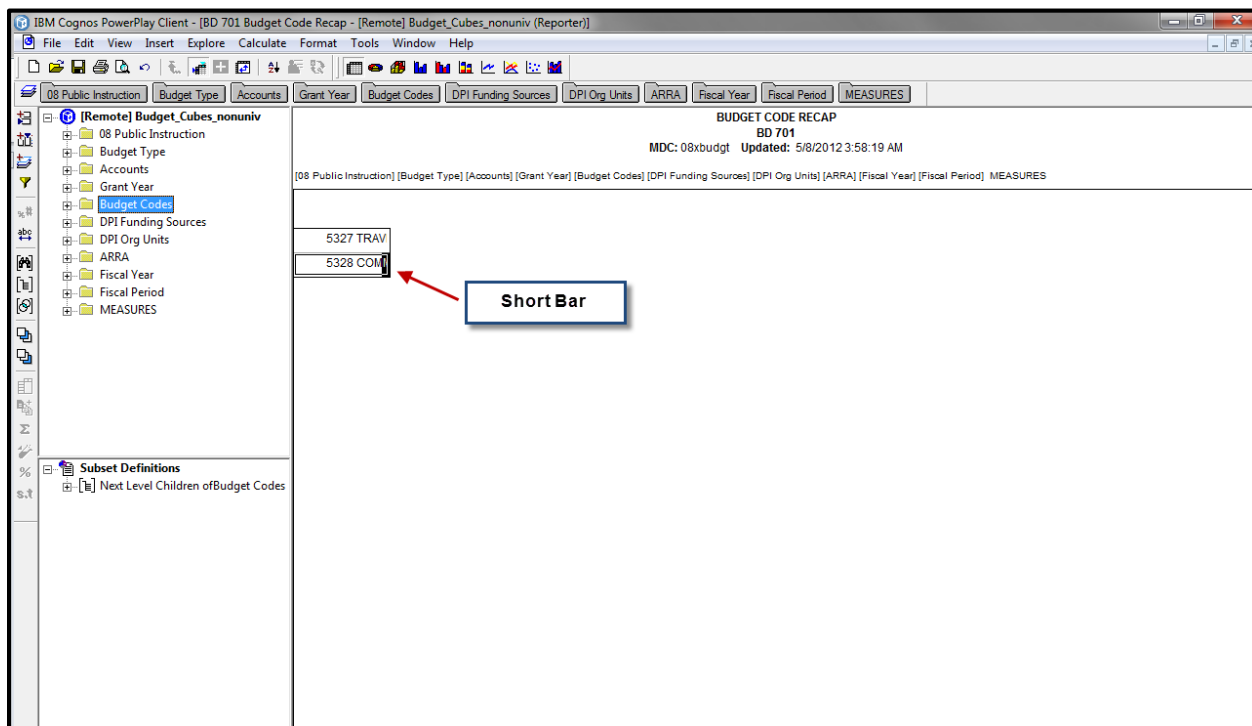
You decide you need to see COMMUNICATIONS broken out by budget code.

Walkthrough Objectives

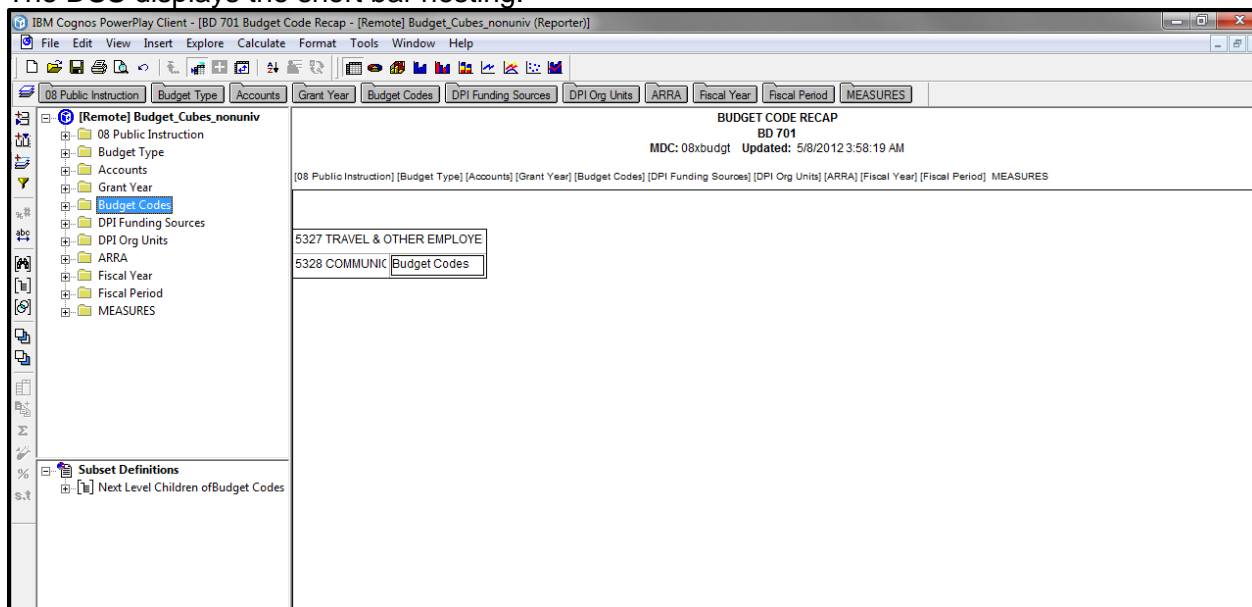
- Add the Budget Code as a Short Bar Nesting

To add a short bar nesting

1. Click on **Budget Codes** in the Dimension Viewer to select it.
2. Drag **Budget Codes** to the right side of Communication row. A short bar is displayed. If you have a long bar, move the cursor slightly to the left and it will turn into a short bar. Release the mouse button.



The DSS displays the short bar nesting.

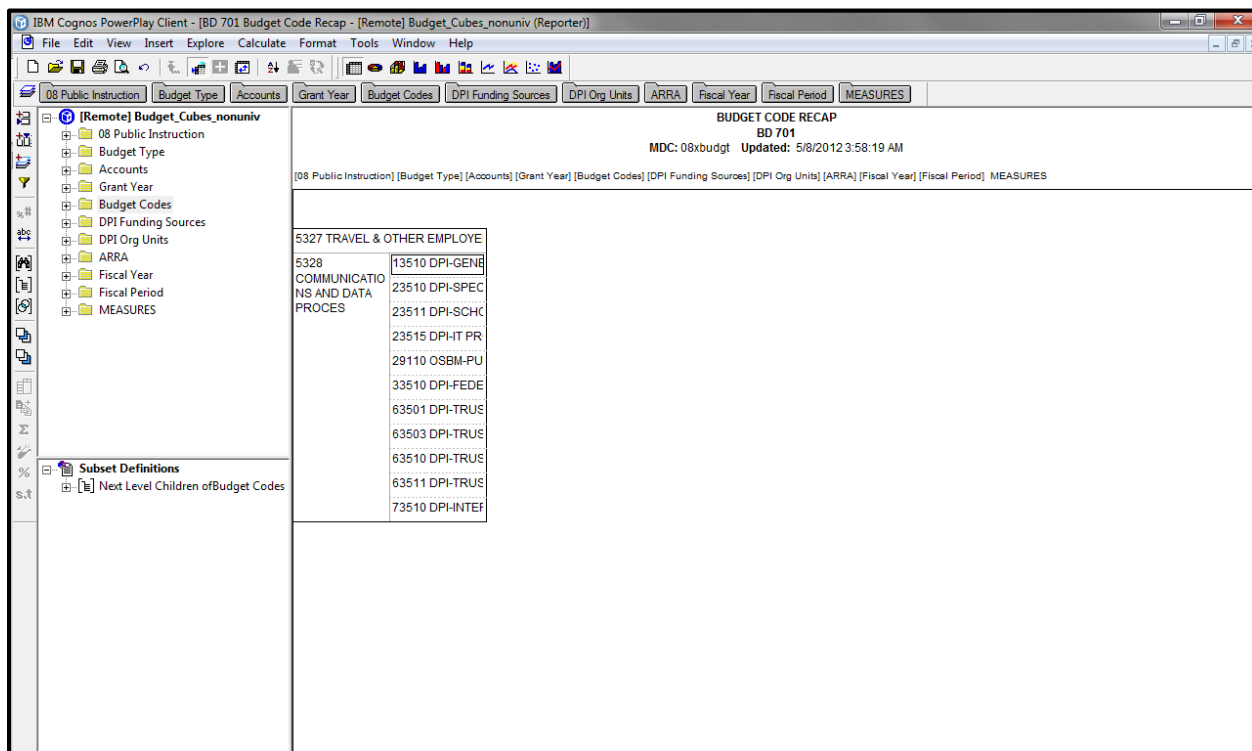


3. Click **Undo** to undo the Short Bar nesting.



To nest the next level of budget codes

4. Click on **Budget Codes** again to activate the Dimension Viewer tool bar buttons.
5. Click the **Next Level Children** of button on the Dimension Viewer tool bar.
6. Drag **Budget Codes** to the right side of the 5328 Communications row. When a short bar is displayed, release the mouse button.



7. Delete **Travel** now.

WALKTHROUGH: Adding Various Short Bar Nestings

SCENARIO

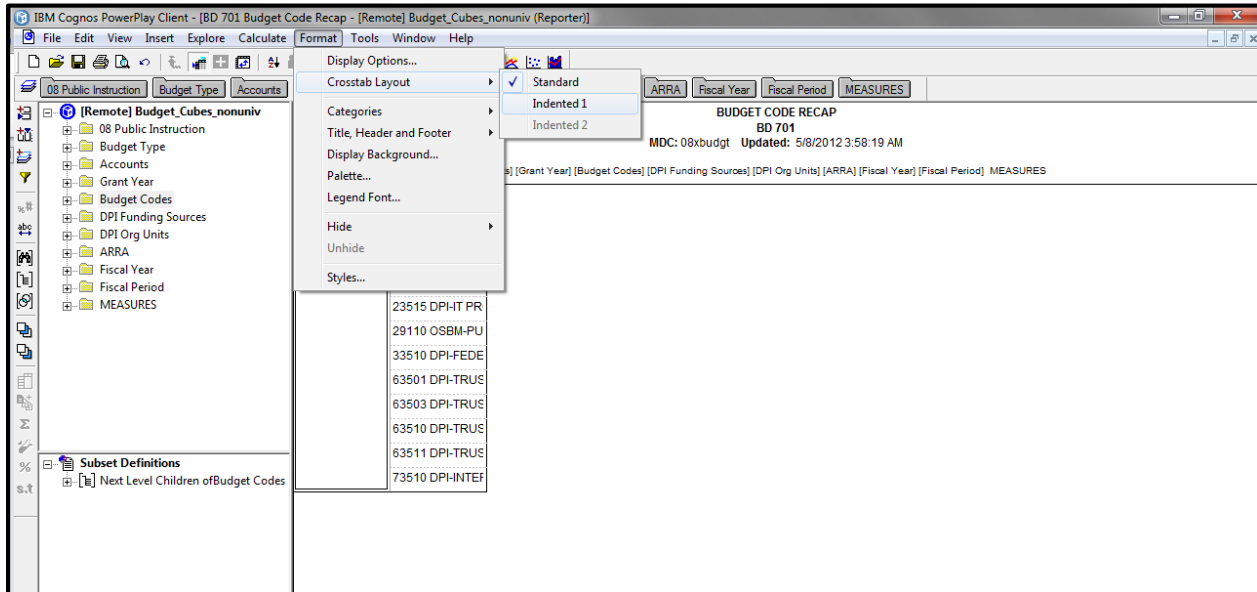
You want to see MTD data for the last month of the previous fiscal year and First month of the current fiscal year. You decide to change the crosstab layout to Indented 1 so that more data will be visible on the screen.

Walkthrough Objectives

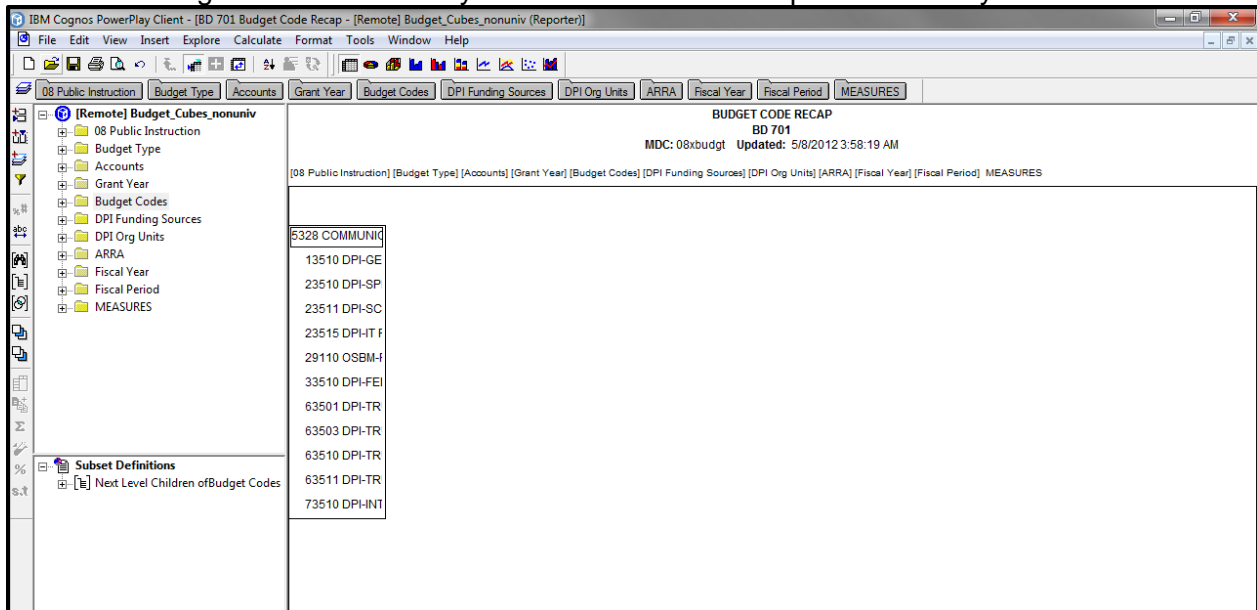
- Change the crosstab layout to Indented 1
- Filter the data for MTD Actual
- Add current and previous Fiscal Years as columns
- Add June to the previous fiscal year as a lower nesting
- Add July to current fiscal year as a lower nesting
- Close the Dimension Viewer

To change the crosstab layout

1. Click on **Format** on the menu bar.
2. Position the cursor over **Crosstab Layout**.
3. Click on **Indented 1**.
 - To change the crosstab layout, right click the mouse in the work space, position the cursor over Crosstab Layout on the pop-up menu and click on Indented 1.



The DSS changes the Crosstab Layout so that less screen space is used by the nested rows.



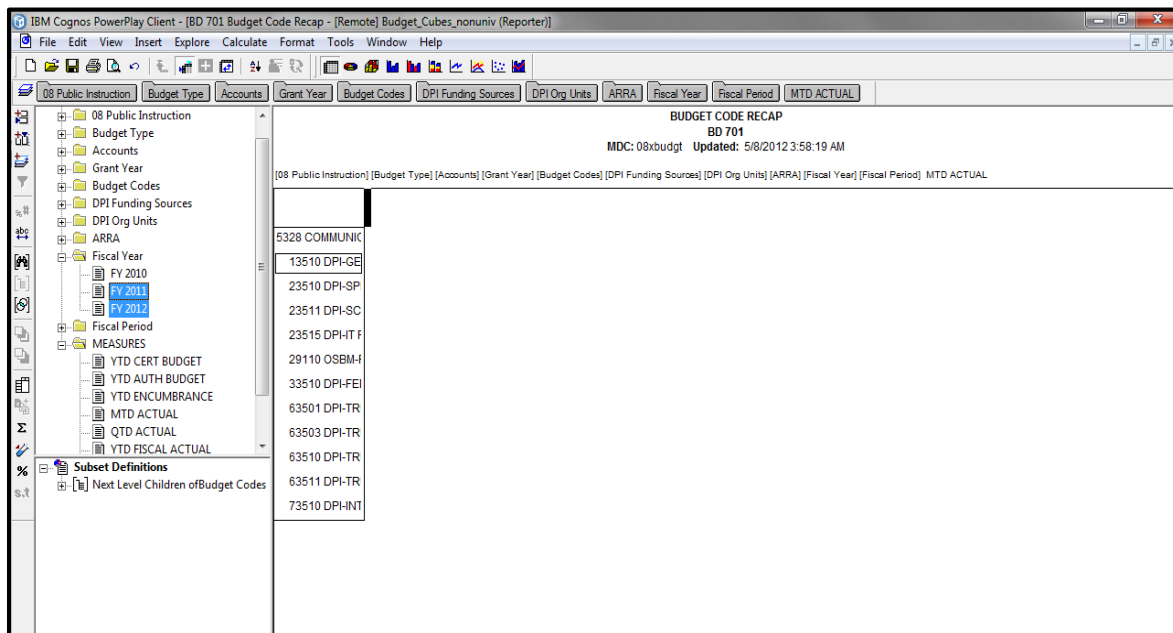
To filter for MTD Actual

4. Double-click **Measure** on the Dimension Viewer.
5. Click on **MTD Actual**.
6. Click the **Filter** button.

To add fiscal years as columns

7. Double-click on **Fiscal Year** in the Dimension Viewer.
8. Click on the **previous fiscal year** in the Dimension Viewer.
9. Press and continue to hold down the **Shift** key.
10. Click on the **current fiscal year** in the Dimension Viewer.
11. Release the **Shift** key.
12. Drag these dimensions to the right of the home area. A heavy line is displayed. Release the mouse button.
 - To add columns, click on a dimension, right click, and click on **Add as columns** on the pop-up menu. **OR**

- To add columns, click on a dimension to select it and click on the **Add as columns** button on the Dimension Viewer toolbar.



IBM Cognos PowerPlay Client - [BD 701 Budget Code Recap - [Remote] Budget_Cubes_nonuniv (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

08 Public Instruction Budget Type Accounts Grant Year Budget Codes DPI Funding Sources DPI Org Units ARRA Fiscal Year Fiscal Period MTD ACTUAL

BUDGET CODE RECAP
BD 701
MDC: 08xbudget Updated: 5/8/2012 3:58:19 AM

[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [Fiscal Year] [Fiscal Period] MTD ACTUAL

	FY 2011	FY 2012
5328 COMMUNIC		
13510 DPI-GE	4,703,040.83	9,585,514.91
23510 DPI-SP	0.00	0.00
23511 DPI-SC	0.00	0.00
23515 DPI-HT F	65,537.65	350,707.36
29110 OSBM-F	0.00	0.00
33510 DPI-FEI	0.00	0.00
63501 DPI-TR	0.00	0.00
63503 DPI-TR	0.00	0.00
63510 DPI-TR	1,285.20	4,449.17
63511 DPI-TR	0.00	0.00
73510 DPI-INT	18,121.36	45,667.15

To nest June under the previous fiscal year

13. Double-click on **Fiscal Period** in the Dimension Viewer.
14. Click on **June**.
15. Drag June to the bottom of the column label for the **previous fiscal year**. A short bar is displayed. If you have a long bar, move the cursor up slightly and it will turn into a short bar. Release the mouse button.

BUDGET CODE RECAP
BD 701
MDC: 08xbudget Updated: 5/8/2012 3:58:19 AM

[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [Fiscal Year] [Fiscal Period] MTD ACTUAL

	FY 2011	FY 2012
5328 COMMUNIC		
13510 DPI-GE	4,703,040.83	9,585,514.91
23510 DPI-SP	0.00	0.00
23511 DPI-SC	0.00	0.00
23515 DPI-HT F	65,537.65	350,707.36
29110 OSEB-M	0.00	0.00
33510 DPI-FEI	0.00	0.00
63501 DPI-TR	0.00	0.00
63503 DPI-TR	0.00	0.00
63510 DPI-TR	1,285.20	4,449.17
63511 DPI-TR	0.00	0.00
73510 DPI-INT	18,121.36	45,667.15

Short Bar

BUDGET CODE RECAP
BD 701
MDC: 08xbudget Updated: 5/8/2012 3:58:19 AM

[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [Fiscal Year] [Fiscal Period] MTD ACTUAL

	FY 2011	FY 2012
June		
5328 COMMUNIC		
13510 DPI-GE	1,578,317.77	9,585,514.91
23510 DPI-SP	0.00	0.00
23511 DPI-SC	0.00	0.00
23515 DPI-HT F	36,814.12	350,707.36
29110 OSEB-M	0.00	0.00
33510 DPI-FEI	0.00	0.00
63501 DPI-TR	0.00	0.00
63503 DPI-TR	0.00	0.00
63510 DPI-TR	442.26	4,449.17
63511 DPI-TR	0.00	0.00
73510 DPI-INT	1,117.42	45,667.15

To nest July under the current fiscal year

16. Click on **July** in the Dimension Viewer.
17. Drag July to the bottom of the column label for the current fiscal year. A short bar is displayed. If you have a long bar move the cursor up slightly and it will turn into a short bar. Release the mouse button.

To close the Dimension Viewer

18. Click on the Dimension Viewer button on the toolbar.

IBM Cognos PowerPlay Client - [BD 701 Budget Code Recap - [Remote] Budget_Cubes_nonuniv (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

08 Public Instruction Budget Type Accounts Grant Year Budget Codes DPI Funding Sources DPI Org Units ARRA Fiscal Year Fiscal Period MTD ACTUAL

BUDGET CODE RECAP
BD 701
MDC: 08xbudgt Updated: 5/8/2012 3:58:19 AM

[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [Fiscal Year] [Fiscal Period] MTD ACTUAL

	FY 2011	FY 2012
	June	July
5328 COMMUNIK		
13510 DPI-GE	1,578,317.77	105,965.86
23510 DPI-SP	0.00	0.00
23511 DPI-SC	0.00	0.00
23515 DPI-HT F	36,814.12	0.00
29110 OSBM-H	0.00	0.00
33510 DPI-FEI	0.00	0.00
63501 DPI-TR	0.00	0.00
63503 DPI-TR	0.00	0.00
63510 DPI-TR	442.26	449.52
63511 DPI-TR	0.00	0.00
73510 DPI-HNT	1,117.42	2,878.35

To save the report

19. Click on **File** on the menu bar.
20. Click on **Save As** from the drop down menu.
21. Type **CUSTOMRPT** in the filename blank.
22. Click **Save**.

SUMMARY

This section of the DSS handbook used walkthroughs to demonstrate how to change a DSS report. Mastery of the skills demonstrated in this section provides the user with many techniques for manipulating the DSS data.

Walkthrough topics covered:

- Opening a report.
- Creating calculation rows, columns, and layers.
- Adding a blank row or column.
- Adding an underline.
- Moving rows, columns, and layers.
- Swapping rows, columns, and layers.
- Add long bar and short bar nesting to rows and columns.

Formatting, Printing, and Exporting

Overview

The DSS allows users to format data by using commands that are similar to those used in many Microsoft applications. This section describes how to format, print, and export reports by:

- Displaying/Viewing/Changing Titles, Headers and Footers
- Formatting Categories
- Adjusting Row and Column Sizes
- Suppressing Zero Values
- Changing Display Options
- Printing
- Saving to Excel

Working with Titles/Headers and Footers

Most of the standard DSS reports delivered are created with a title, header and footer. Titles, headers and footers can include text, variables and picture objects, and can easily be customized by the user.

The following walkthrough demonstrates how to edit a report title.

WALKTHROUGH: Editing Titles

SCENARIO

Your manager's list has a request for a revised title. To begin, you would like to see the existing title and the available variables for the title. Then you will edit the title of your report.

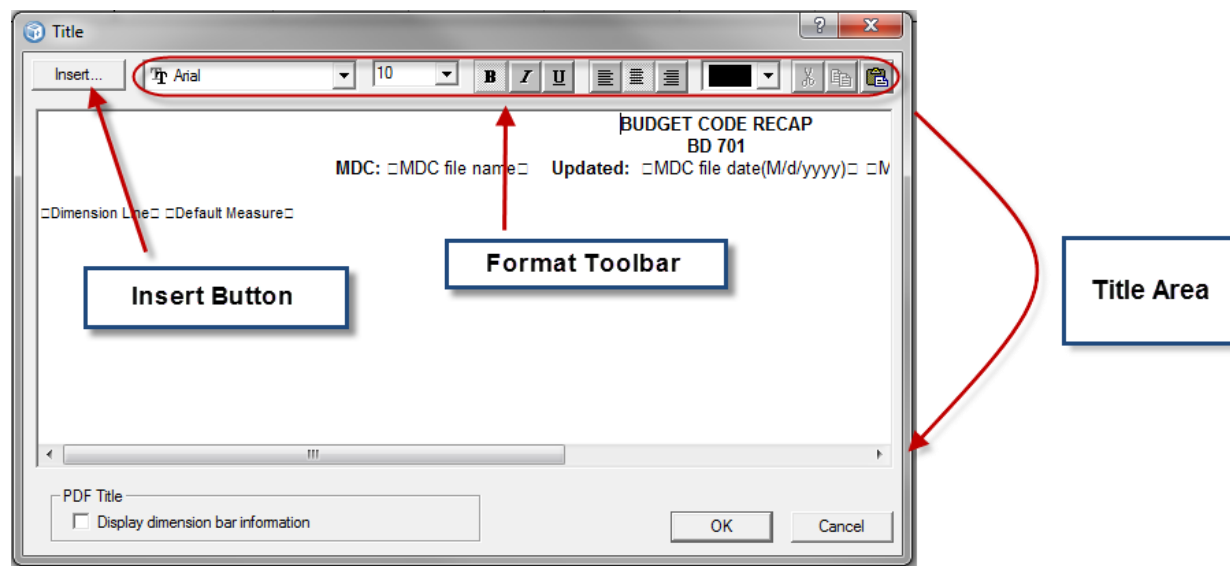
Walkthrough Objective

- Add Budget Code Account Analysis as the report title

To edit the title

1. Open the Custom Report entitled **Class Budget.ppx**.
2. Double-click on the **title**.
 - Click on Format on the menu bar. Then Click on Title, Header, Footer, and then click on Title.

The DSS displays a Title box.

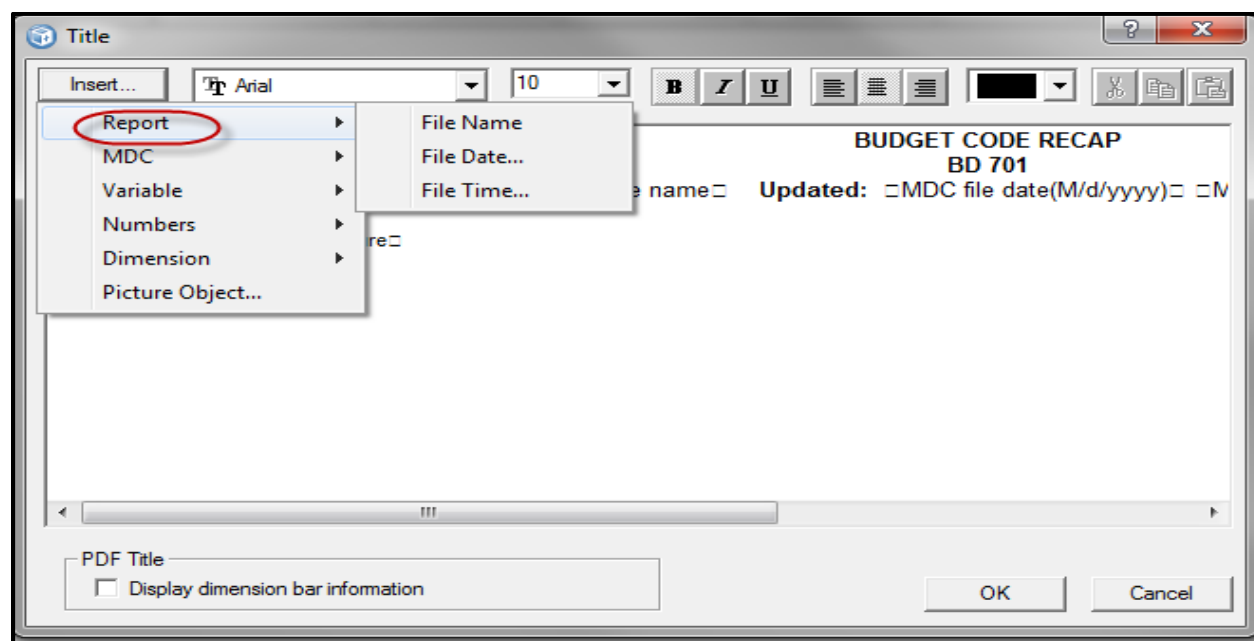


The title box has a title area, a format toolbar and an Insert button. The insert button has predetermined variables that may be added to the title, and may also be used to add graphics images to the title area.

To view the available report variables

3. Click on the **Insert** button.
4. Position the cursor over **Report**.

DSS displays the Report variables.



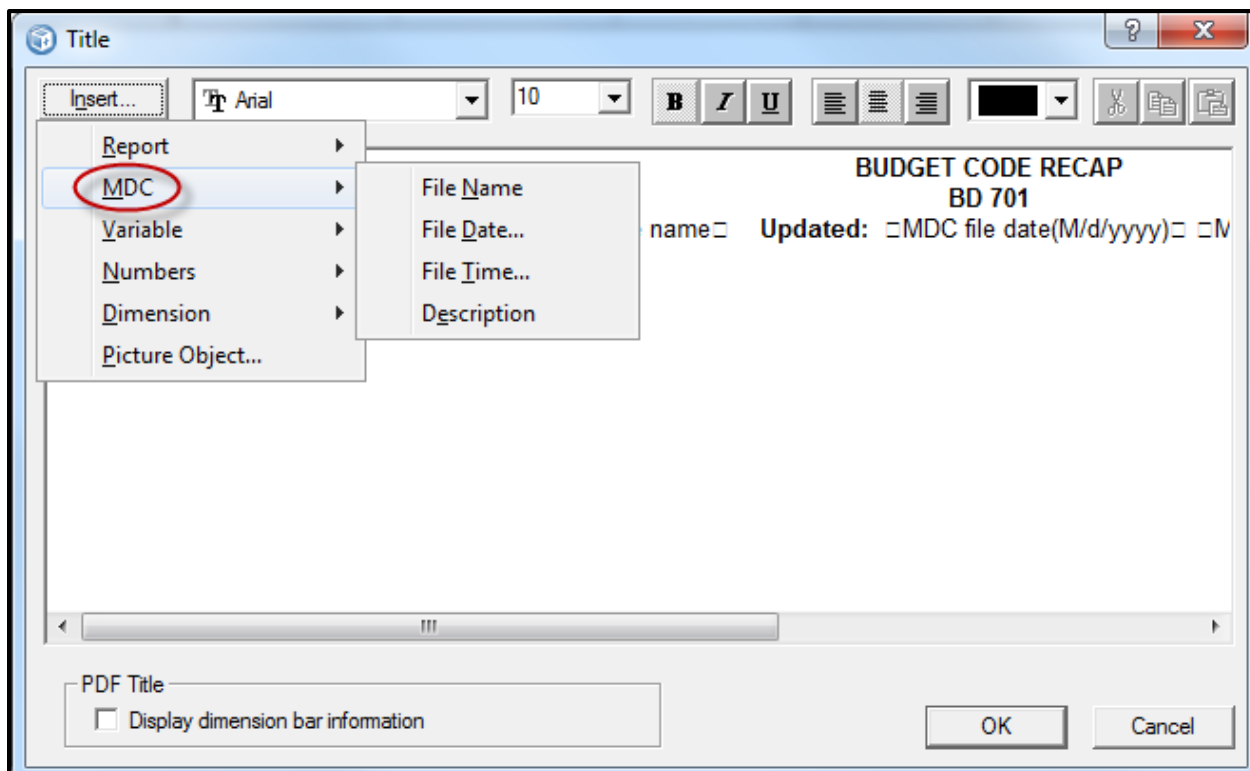
Report variables are:

- Report File Name** This is the report name, the name of the cube, and the mode.
- Report File Date** This is the **date** the report was **published**. The DSS displays a Date and Time dialog box that is used to format the date.
- Report File Time** This is the **time** the report was **published**. The DSS displays a Date and Time dialog box that is used to format the time.

To view the available MDC variables:

5. Position the cursor over **MDC**.

DSS displays the MDC variables.

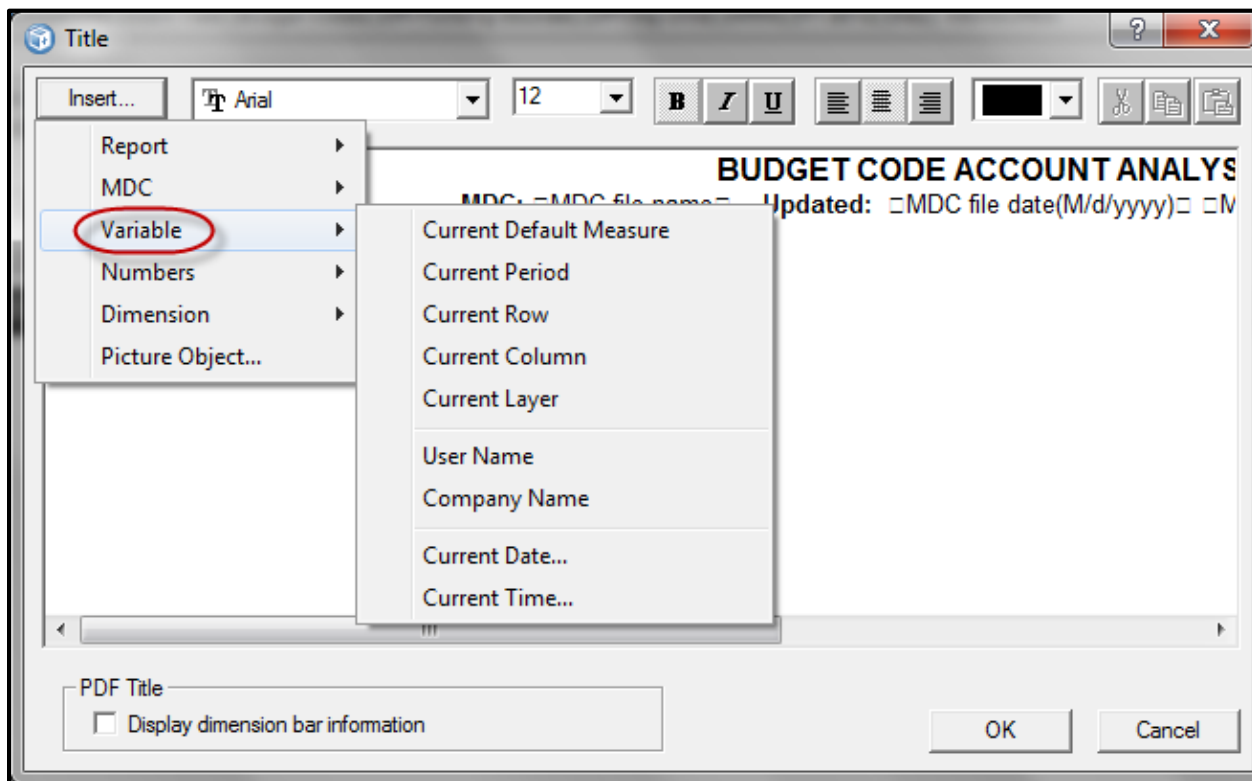


Commonly used MDC variables are:

- MDC File Name** The name of the MDC.
- MDC File Date** The date the cube was created. The user is prompted to choose the date format.
- MDC File Time** The time the cube was created. The user is prompted to choose the time format.

To view the available Variable variables

6. Position the cursor over **Variable**.



Commonly used Variable variables are:

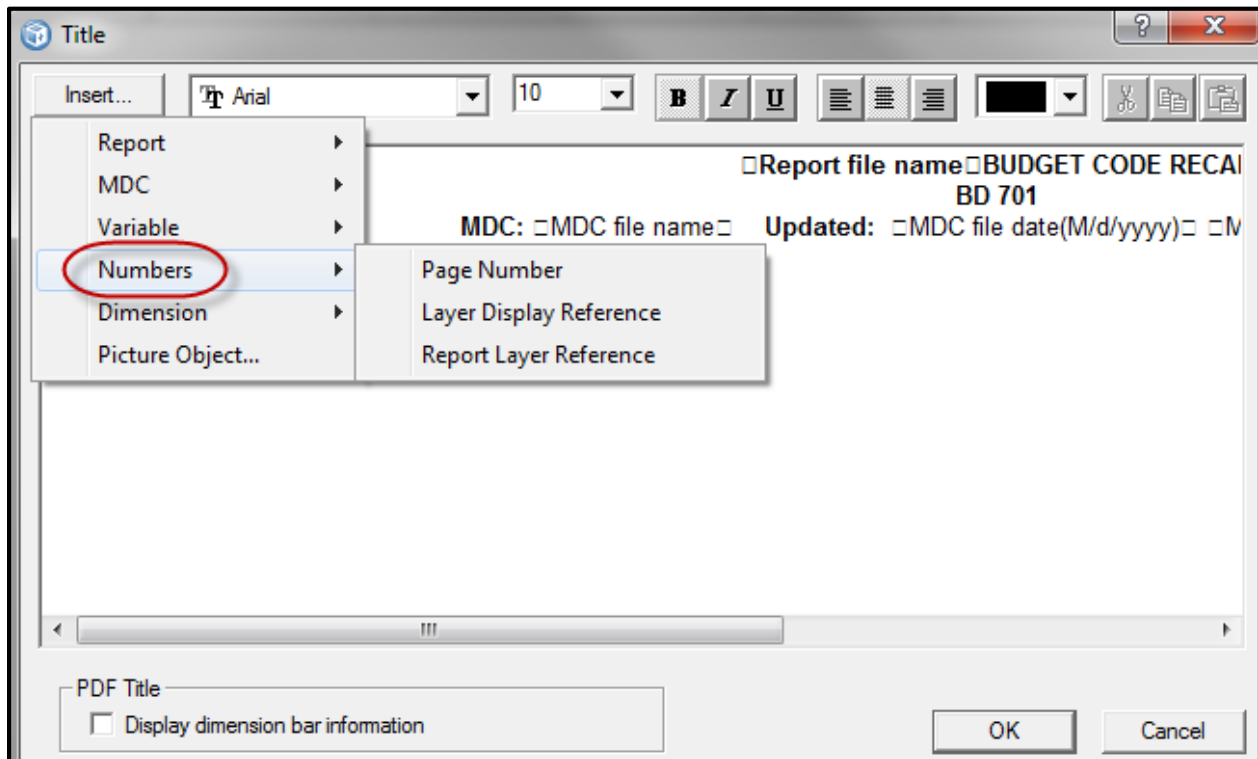
Current Default Measure The MEASURE that is currently filtered. Measures are not included in the Dimension Line variable when added to a title. Since Measures is the last category on the dimension line, it is usually added to the title directly after the dimension line.

Current Date The date on the client machine (PC). The user is prompted to choose the date format.

Current Time The time on the client machine (PC). The user is prompted to choose the time format.

To view the available Numbers variables:

7. Position the cursor over **Numbers**.



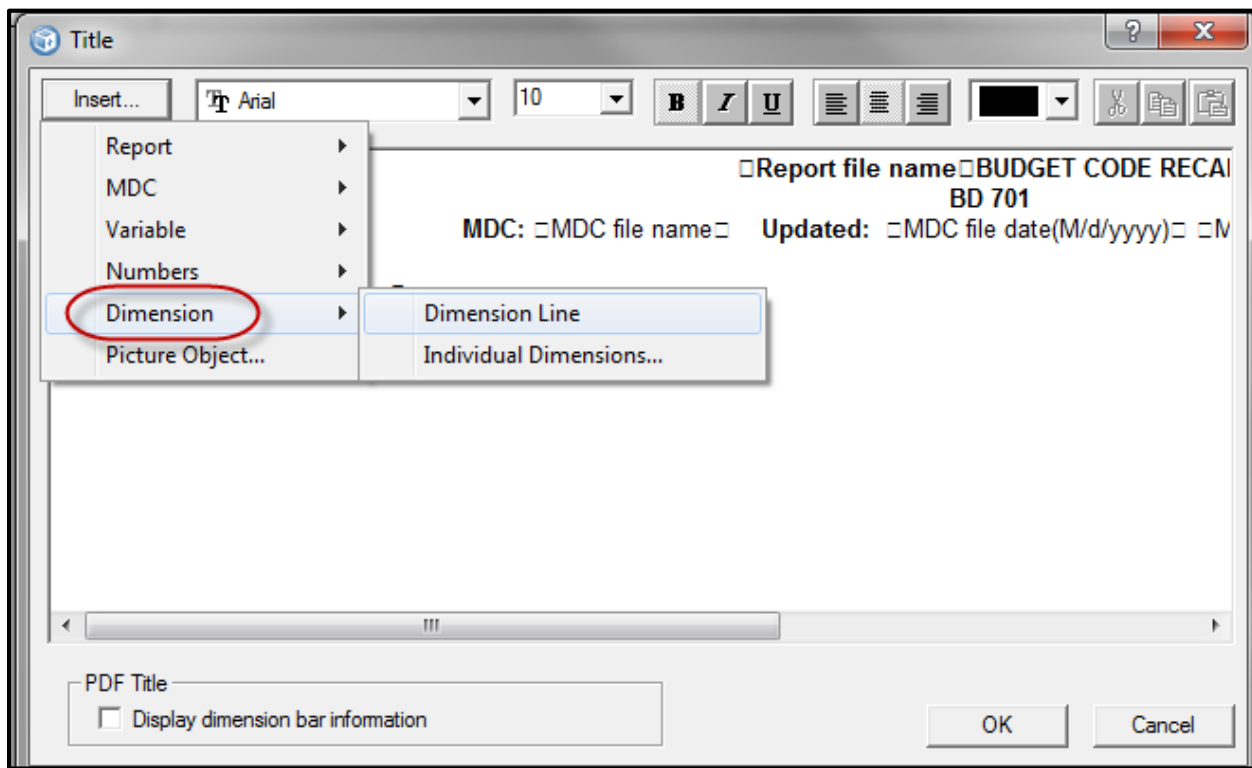
Commonly used Numbers variables are:

Page Number

Report Layer Reference Current layer number of the total number of layers being printed.
Ex. [Layer 1 of 2]

To view the available Dimension variables:

8. Position the cursor over **Dimension**.



The Dimension variables are:

Dimension Line

The dimension line as filtered, excluding the MEASURES category that must be added from the Variables menu.

Individual Dimensions

Any dimension other than the MEASURES category you desire. This is useful to verify that the month and fiscal year are filtered correctly.

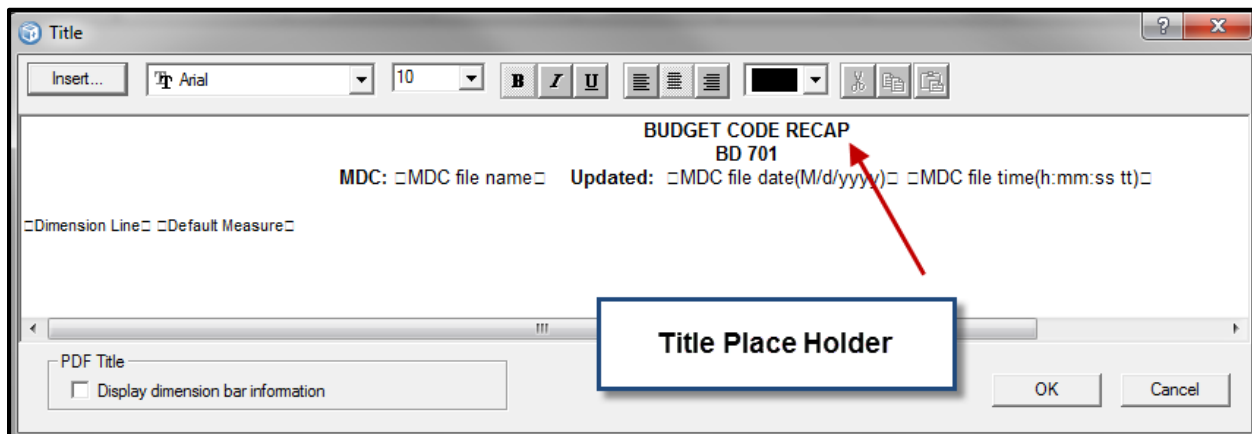
Picture Object Variable:

A picture allows a BMP (Windows or OS/2 bitmap) or a WMF (Windows Metafiles) file to be added to a title, header, or footer.

To close the title box:

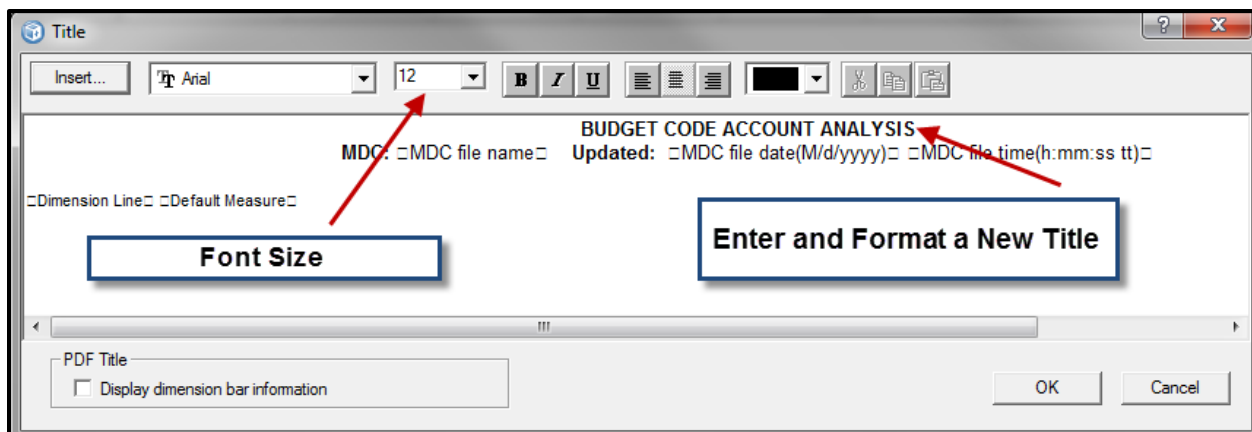
11. Click on the **OK** button.

The DSS displays the full default title.



To edit the title

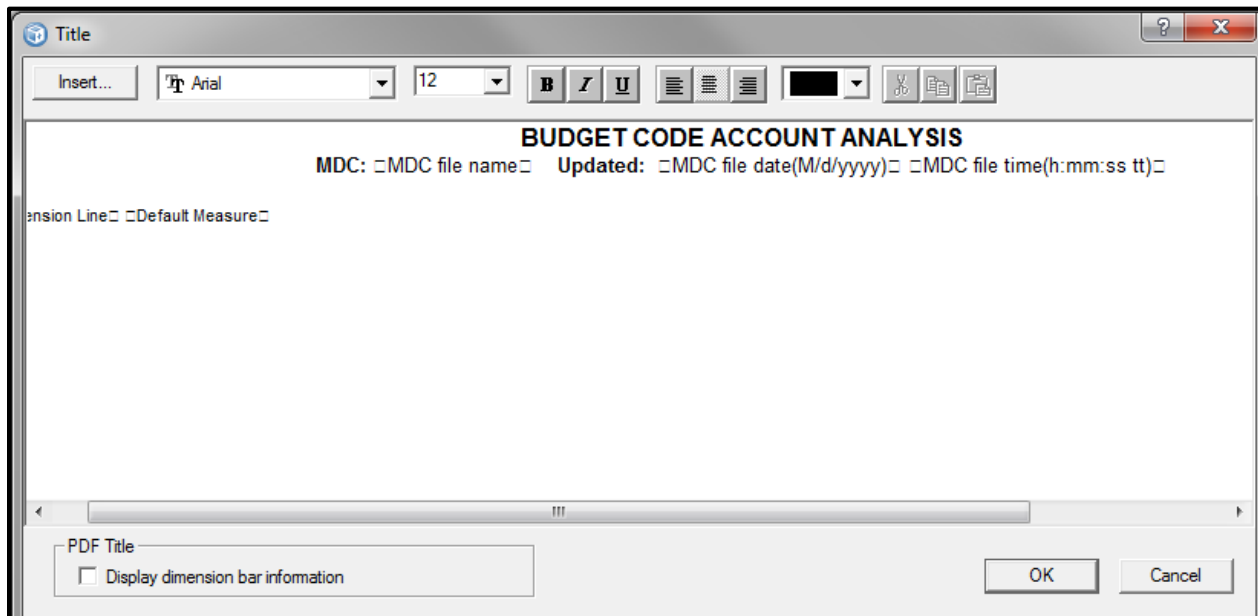
12. Double-click on the title.
13. Highlight **Budget Code Recap BD701** using your mouse.
14. Type **Budget Code Account Analysis**.



To format the title:

15. Highlight **Budget Code Account Analysis** to select it for formatting.
16. Click on the **down button** to display the font size options.
17. Click on **12** to choose the font size.
18. Click on the **OK** button.

The DSS displays the new title.



WALKTHROUGH: Viewing/Editing Headers and Footers

SCENARIO

You would like to see the default headers and footers for class_budget.ppx.

Walkthrough Objectives

- View default headers and footers

There are three different ways to review report headers and footers. The first is to **print the report**. The second is to **perform a print preview**. The third is to **change the page layout to either page layout or page width**.

To view headers and footers:

1. Click on the **Print Preview** button on the tool bar.

The DSS displays the print preview window.

BD 701 Budget Code Recap - [Remote] Budget_Cubes_nonuniv (Reporter)
Print Date/Time: 5/9/2012 2:56:43 PM

BUDGET CODE ACCOUNT ANALYSIS
MDC: 08xbudget Updated: 5/9/2012 3:21:46 AM

[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [FY 2012] [May] MEASURES

YTD CERT BUDGET Layer 1 of 8

	13510 DPI-GENERAL	23510 DPI-SPECIAL	23511 DPI-SCHOOL	23515 DPI-IT PROJECTS	29110 OSBM-PUBLIC	33510 DPI-FEDERAL	63501 DPI-TRUST-SPE	63503 DPI-TRUST-GF
EXP + ADJ TO	10,128,369,547.00	104,638,992.00	26,472,780.00	10,935,504.00	122,659,019.00	0.00	13,932,445.00	12,416,452.00
REV + ADJ TO	2,510,993,260.00	104,121,526.00	26,472,780.00	7,923,787.00	122,659,019.00	0.00	13,932,445.00	12,416,452.00
APPROPRIATE	7,617,376,287.00	517,466.00	0.00	3,011,717.00	0.00	0.00	0.00	0.00

Report Format: 5/7/2012 10:44:48 AM
Page 1

2. Click on the **Close** button to close the print preview window.

- To edit Headers and Footers, follow the same steps used to edit a Title.

Formatting Values and Labels

The following walkthrough demonstrates how to change the format of numbers in the DSS reports.

WALKTHROUGH: Formatting Values

SCENARIO

You have decided that the next step is to complete the format menu changes that your manager requested. You will format the numbers with comma separators and two decimal places.

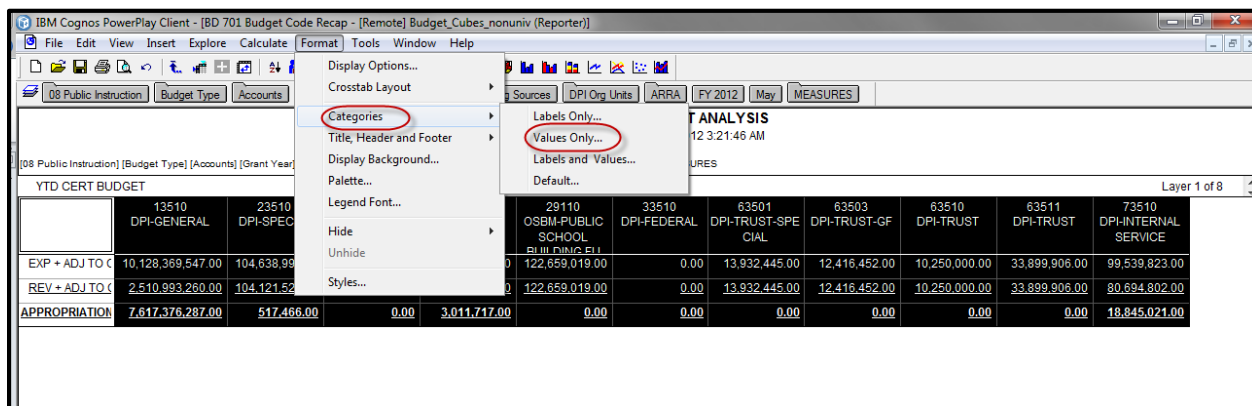
Walkthrough Objectives

- Select all
- Format numbers with comma separators and two decimal places
 - Reports are defaulting with commas and decimals so this walkthrough will give an example of how to edit values.

To select the data where the number format will be changed:

1. Click on **Edit** on the menu bar.
2. Position the cursor over **Select** from the dropdown menu.
3. Click on **All** from the dropdown menu to highlight the data.
 - Notice that the DSS gives you a choice of **selecting rows, columns, layers or all**.
 - To select all, press the **Control** and **A** keys simultaneously.

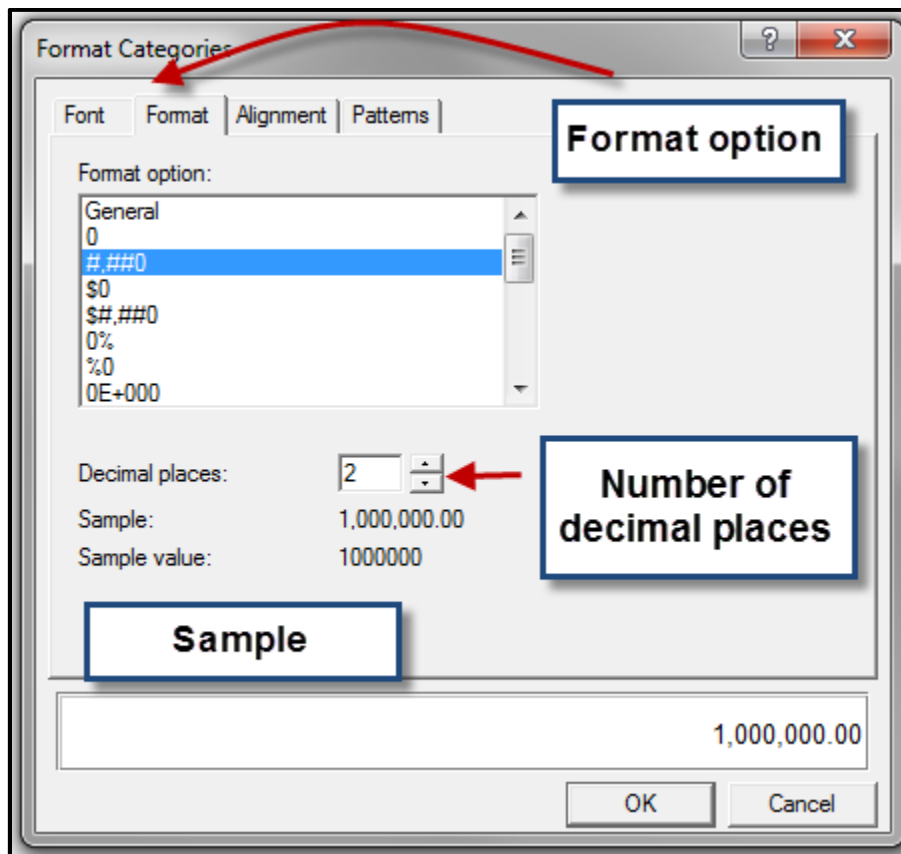
The DSS highlights the data.



To change the number format:

4. Click on **Format** on the menu bar.
5. Position the cursor over **Categories** from the dropdown menu.
6. Click on **Values Only** from the dropdown menu.
 - The category choices are: **Labels Only**, **Values Only**, **Labels and Values** and **Default**. To use any of these formatting choices other than Default, you must first select the area to be formatted.
 - Right click on the highlighted area, then position the cursor over Format Categories and click on Values Only.
 - The **Format Categories** dialog box facilitates formatting the font, format (numbers), alignment and patterns.
7. Click on the **Format** tab.

The DSS displays the format options.



8. Clicking on **#,###0** in the Format Option box will insert commas.
9. Clicking on the **up or down arrows** in the Decimal places box will set the number of decimal places in the values.
10. Click on the **OK** button.
11. Click in the home area to deselect all.
 - Click anywhere in the workspace.

The DSS displays the data in the number format selected.

IBM Cognos PowerPlay Client - [BD 701 Budget Code Recap - [Remote] Budget_Cubes_nonuniv (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

08 Public Instruction Budget Type Accounts Grant Year Budget Codes DPI Funding Sources DPI Org Units ARRA FY 2012 May MEASURES

BUDGET CODE ACCOUNT ANALYSIS
MDC: 08xbudgt Updated: 5/9/2012 3:21:46 AM

[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [FY 2012] [May] MEASURES

YTD CERT BUDGET Layer 1 of 8

	13510 DPI-GENERAL	23510 DPI-SPECIAL	23511 DPI-SCHOOL TECHNOLOGY	23515 DPHT PROJECTS	29110 OSBM-PUBLIC SCHOOL BUILDING ELI	33510 DPI-FEDERAL	63501 DPI-TRUST-SPE CIAL	63503 DPI-TRUST-GF	63510 DPI-TRUST	63511 DPI-TRUST	73510 DPI-INTERNAL SERVICE
EXP + ADJ TO C	10,128,369,547.00	104,638,992.00	26,472,780.00	10,935,504.00	122,659,019.00	0.00	13,932,445.00	12,416,452.00	10,250,000.00	33,899,906.00	99,539,823.00
REV + ADJ TO C	2,510,993,260.00	104,121,526.00	26,472,780.00	7,923,787.00	122,659,019.00	0.00	13,932,445.00	12,416,452.00	10,250,000.00	33,899,906.00	90,694,802.00
APPROPRIATION	7,617,376,287.00	517,466.00	0.00	3,011,717.00	0.00	0.00	0.00	0.00	0.00	0.00	18,845,021.00

The following walkthrough demonstrates how to align and bold column labels in the DSS reports. Row labels and data can also be aligned using the same procedure.

WALKTHROUGH: Formatting Labels

SCENARIO

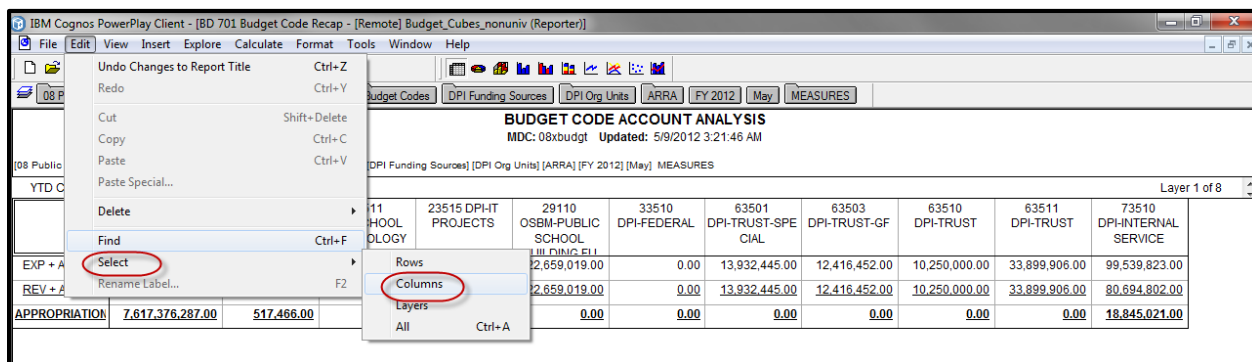
You decide next to bold and left justify the column titles on the report.

Walkthrough Objectives

- Bold the column headings
- Left justify the column headings

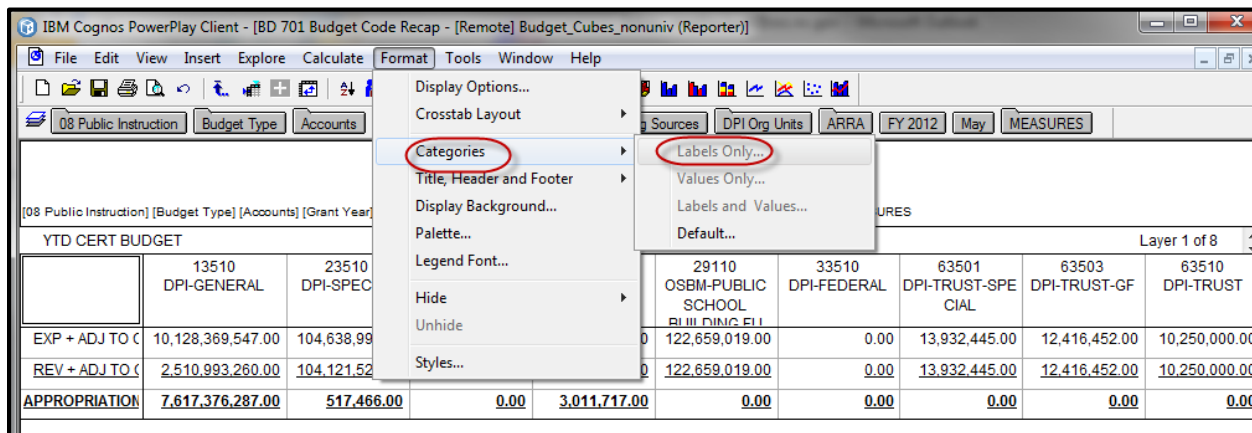
To highlight column titles:

1. Click on **Edit** on the menu bar.
2. Position the cursor over **Select** from the Edit dropdown menu.
3. Click on **Columns** from the Select dropdown menu.

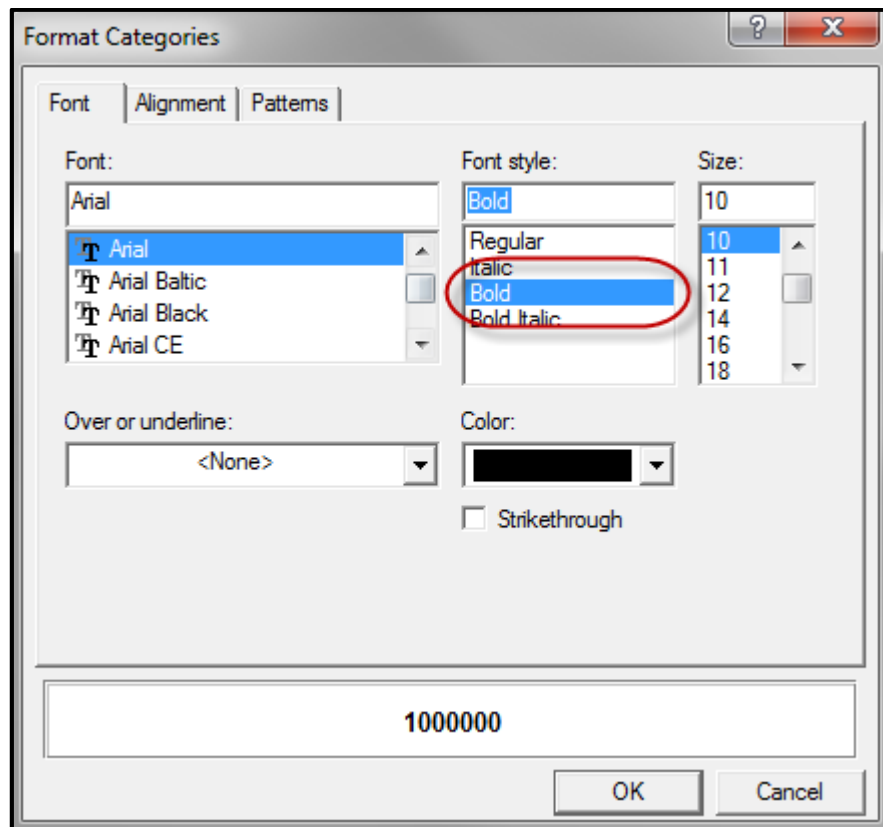


To bold the column titles:

4. Click on **Format** on the menu bar.
5. Position the cursor over **Categories** from the Format dropdown menu.
6. Click on **Labels Only**.
 - Right click on the highlighted area, then position the cursor over Format Categories and click on Labels Only.

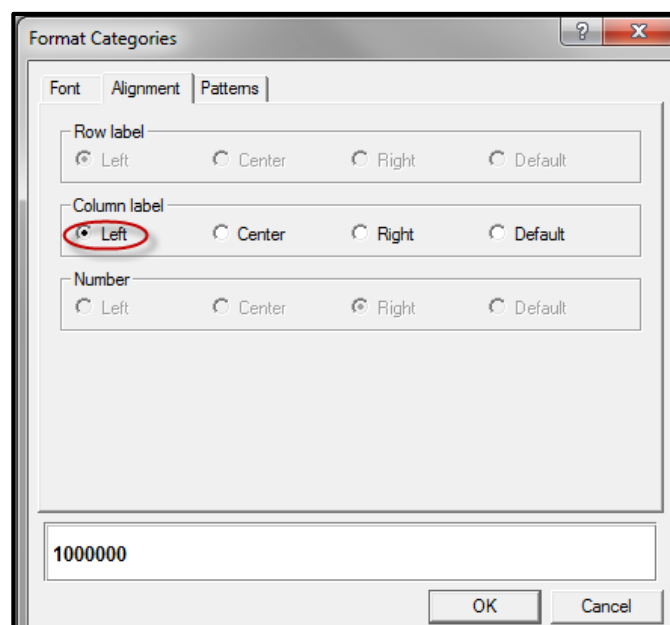


7. Click on **Bold** in the **Font style section**. Then click **OK**.



To left justify the column headings:

8. Click on the **Alignment** tab.
- Notice that the Column label area is the only area active because only columns were selected on the report.



9. Click on the **Left** option button, then click the OK button.
10. Click on the home area to deselect everything.
 - You may also click anywhere in the workspace to deselect everything.

The DSS displays the results.

BUDGET CODE ACCOUNT ANALYSIS
MDC: 08xbudgt Updated: 5/9/2012 3:21:46 AM

[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [FY 2012] [May] MEASURES

YTD CERT BUDGET

	13510 DPI-GENERAL	23510 DPI-SPECIAL	23511 DPI-SCHOOL TECHNOLOGY	23515 DPI-IT PROJECTS	29110 OSBM-PUBLIC SCHOOL BUSH FMMCS-FH	33510 DPI-FEDERAL	63501 DPI-TRUST-SPE CIAL	63503 DPI-TRUST-GF	63510 DPI-TRUST	63511 DPI-TRUST	73510 DPI-INTERNAL SERVICE
EXP + ADJ TO C	10,128,369,547.00	104,638,992.00	26,472,780.00	10,935,504.00	122,659,019.00	0.00	13,932,445.00	12,416,452.00	10,250,000.00	33,899,906.00	99,539,823.00
REV + ADJ TO C	2,510,993,260.00	104,121,526.00	26,472,780.00	7,923,787.00	122,659,019.00	0.00	13,932,445.00	12,416,452.00	10,250,000.00	33,899,906.00	80,694,802.00
APPROPRIATIONS	7,617,376,287.00	517,466.00	0.00	3,011,717.00	0.00	0.00	0.00	0.00	0.00	0.00	18,845,021.00

WALKTHROUGH: Formatting with Overline/Underline

SCENARIO

You need to create a single overline/double underline for the values in the APPROPRIATIONS row.

Walkthrough Objectives

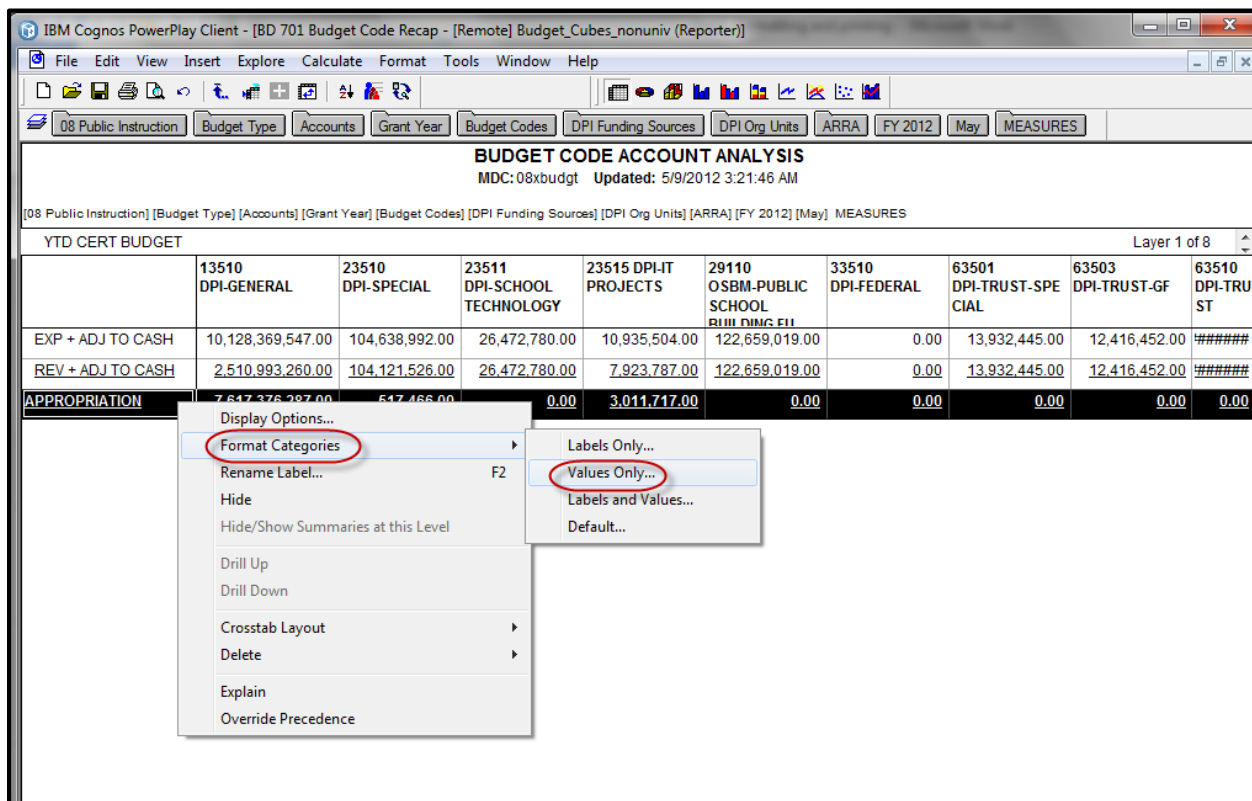
- Put a single overline/double underline on the values in the APPROPRIATIONS Row

To select the row to format:

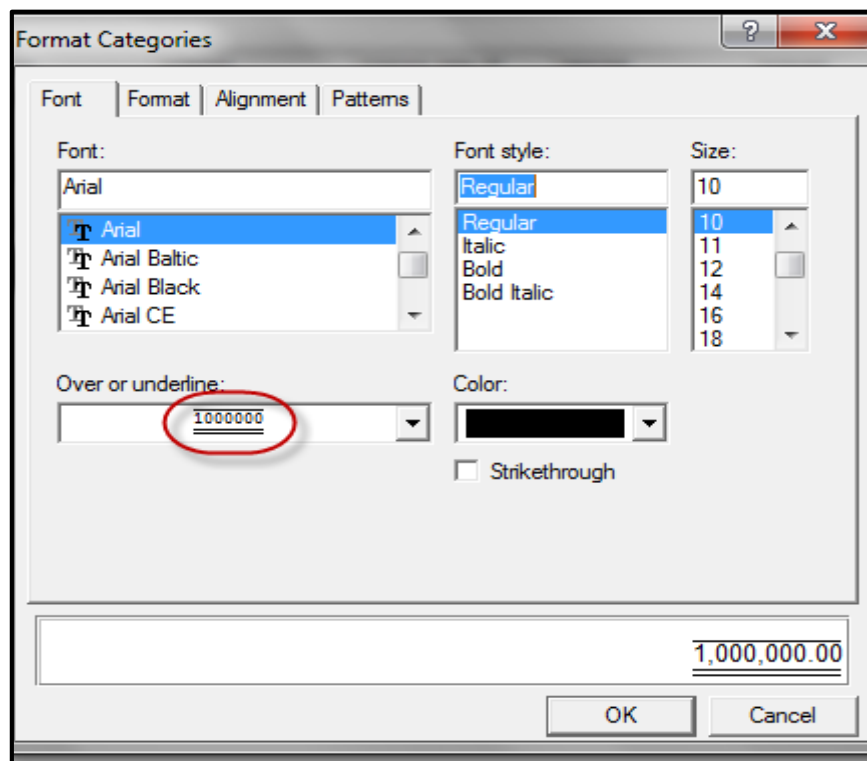
1. Click on the row label **APPROPRIATIONS** to select it.

To open the format dialog box:

2. Right click the mouse to display the pop-up menu.
3. Position the cursor over **Format Categories** on the pop-up menu.
4. Click on **Values Only** on the pop-up menu.
 - Click on **Format** on the menu bar, position the cursor over **Categories**, and then click on **Values Only**.



The DSS displays the Format Categories dialog window.



To overline and to underline the row

5. Click on the down arrow on the Over or underline list box.
6. Scroll to the bottom of the box.
7. Click on the 1,000,000.00
8. Click on the **OK** button.
9. Click on the home area to deselect the row.

The DSS displays the report formatted with the underline style specified.

IBM Cognos PowerPlay Client - [BD 701 Budget Code Recap - [Remote] Budget_Cubes_nonuniv (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

08 Public Instruction Budget Type Accounts Grant Year Budget Codes DPI Funding Sources DPI Org Units ARRA FY 2012 May MEASURES

BUDGET CODE ACCOUNT ANALYSIS
MDC: 08xbudgt Updated: 5/9/2012 3:21:46 AM

[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [FY 2012] [May] MEASURES

YTD CERT BUDGET Layer 1 of 8

	13510 DPI-GENERAL	23510 DPI-SPECIAL	23511 DPI-SCHOOL TECHNOLOGY	23515 DPI-IT PROJECTS	29110 OSBM-PUBLIC SCHOOL BUILDING	33510 DPI-FEDERAL	63501 DPI-TRUST-SPE CIAL	63503 DPI-TRUST-GF	63510 DPI-TRU ST
EXP + ADJ TO CASH	10,128,369,547.00	104,638,992.00	26,472,780.00	10,935,504.00	122,659,019.00	0.00	13,932,445.00	12,416,452.00	#####
REV + ADJ TO CASH	2,510,993,260.00	104,121,526.00	26,472,780.00	7,923,787.00	122,659,019.00	0.00	13,932,445.00	12,416,452.00	#####
APPROPRIATION	<u>7,617,376,287.00</u>	<u>517,466.00</u>	<u>0.00</u>	<u>3,011,717.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Formatting Columns and Rows

DSS has default row and column sizes. When a display field is too small, the value is displayed as the pound symbol (###). The following walkthrough is designed to show you how to adjust row sizes. The method shown will also work on columns.

WALKTHROUGH: Adjusting Column and Row Sizes**SCENARIO**

Your manager requested the rows sized so that the complete account title is visible when drilled down to a detailed account.

Walkthrough Objectives

- Resize the rows to display the entire row title

To adjust column and row size:

- Position the cursor over the right border of the row. Notice that the cursor changes shape to a cross-hair.



- Click and drag the border to the right until the entire row label is visible.

- Double-click the cross hair and the row will auto adjust for the label.

IBM Cognos PowerPlay Client - [BD 701 Budget Code Recap - [Remote] Budget_Cubes_nonuniv (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

08 Public Instruction Budget Type Accounts Grant Year Budget Codes DPI Funding Sources DPI Org Units ARRA FY 2012 May MEASURES

BUDGET CODE ACCOUNT ANALYSIS
MDC: 08xbudget Updated: 5/10/2012 3:08:40 AM

[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [FY 2012] [May] MEASURES

YTD CERT BUDGET Layer 1 of 8

	13510 DPI-GENERAL	23510 DPI-SPECIAL	23511 DPI-SCHOOL TECHNOLOGY	23515 DPI-IT PROJECTS	29110 OSBM-PUBLIC SCHOOL	33510 DPI-FEDERAL	63501 DPI-TRUST-SPE CIAL	63503 DPI-TRUST-GF	63510 DPI-TRUST	63511 DPI-TRUST	73510 DPI-INTERNAL SERVICE
EXP + ADJ TO C	10,128,369,547.00	104,638,992.00	26,472,780.00				5.00	12,416,452.00	10,250,000.00	33,899,906.00	99,539,823.00
REV + ADJ TO C	2,510,993,260.00	104,121,523.00	26,472,780.00				5.00	12,416,452.00	10,250,000.00	33,899,906.00	80,694,802.00
APPROPRIATION	7,617,376,287.00	517,466.00					0.00	0.00	0.00	0.00	18,845,021.00

The DSS displays the report formatted with correctly sized rows.

IBM Cognos PowerPlay Client - [BD 701 Budget Code Recap - [Remote] Budget_Cubes_nonuniv (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

08 Public Instruction Budget Type Accounts Grant Year Budget Codes DPI Funding Sources DPI Org Units ARRA FY 2012 May MEASURES

BUDGET CODE ACCOUNT ANALYSIS
MDC: 08xbudget Updated: 5/10/2012 3:08:40 AM

[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [FY 2012] [May] MEASURES

YTD CERT BUDGET Layer 1 of 8

	13510 DPI-GENERAL	23510 DPI-SPECIAL	23511 DPI-SCHOOL TECHNOLOGY	23515 DPI-IT PROJECTS	29110 OSBM-PUBLIC SCHOOL	33510 DPI-FEDERAL	63501 DPI-TRUST-SPE CIAL	63503 DPI-TRUST-GF	63510 DPI-TRUST	63511 DPI-TRUST	73510 DPI-INTERNAL SERVICE
EXP + ADJ TO CASH	10,128,369,547.00	104,638,992.00	26,472,780.00	10,935,504.00	122,659,019.00	0.00	13,932,445.00	12,416,452.00	10,250,000.00	33,899,906.00	99,539,823.00
REV + ADJ TO CASH	2,510,993,260.00	104,121,523.00	26,472,780.00		122,659,019.00	0.00	13,932,445.00	12,416,452.00	10,250,000.00	33,899,906.00	80,694,802.00
APPROPRIATION	7,617,376,287.00					0.00	0.00	0.00	0.00	0.00	18,845,021.00

WARNING: Resizing columns or rows to hide them sometimes does not hide them. If the row or column is not resized exactly to a zero width, the DSS does not recognize that it is hidden and you will not be able to use the unhide command to redisplay it.

Zero Suppression

Building custom reports may result in many rows or columns in which the values are all zeros. The Suppress Zeros feature can conceal these from view, and yet allow them to reappear whenever a cube update results in a non-zero value in a concealed row or column.

WALKTHROUGH: Suppressing Zero Values

SCENARIO

Your manager wanted budget codes/funds with all zero values hidden. Since these budget codes/funds may have values in them in the future, you decide to suppress zero columns rather than deleting the columns.

Walkthrough Objective

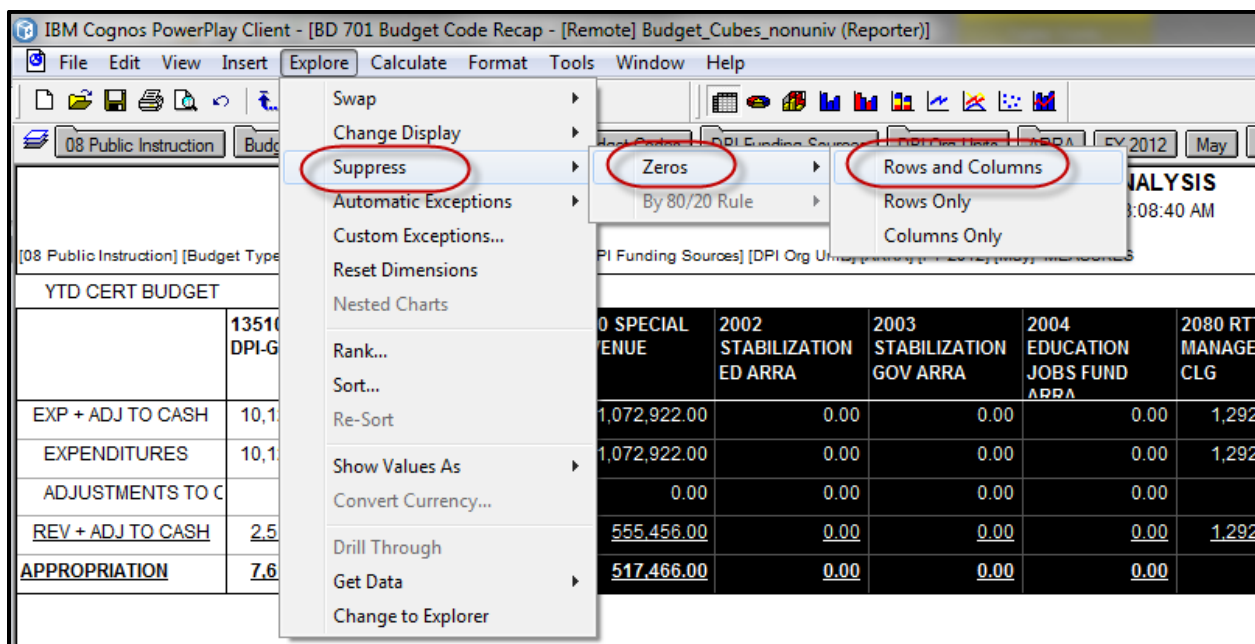
- Suppress zero columns and rows

1. Double-click on **Exp & Adj to Cash**.
2. Double-click on Column **23510 DPI-Special**.
3. Click **OK** within the Subset Breakage dialog box.

To suppress zero value columns:

4. Click on **Explore** on the menu bar.
5. Position the cursor over **Suppress / Zeros** from the dropdown menu.
6. Click on **Rows & Columns** from the dropdown menu.

The DSS places a check mark in front of Rows and Columns Only in the Suppress Zeros dropdown menu after it has been selected.



DSS displays the results.

YTD CERT BUDGET	13510 DPI-GENERAL	23510 DPI-SPECIAL	2000 SPECIAL REVENUE	2080 RTTT MANAGEMENT CLG	2081 RTTT TECH INFRASTRUCT CLG	2082 RTTT EVALUATION CLG	2083 RTTT INSTRUCT IMPROVE CLG	2084 RTTT T&P EVALUATION CLG	2085 RTTT T&P EFFECTIVE CLG	2086 RTTT LEADERSHIP ACADEMY CLG	2087 RTTT TEACH 4 AMERICA CLG	2088 RTTT NC TEAC
EXP + ADJ TO CASH	10,128,369,547.00	104,638,992.00	1,072,922.00	1,292,987.00	13,383,157.00	1,340,756.00	5,240,168.00	2,922,900.00	1,064,297.00	1,298,551.00	1,072,543.00	####
EXPENDITURES	10,128,369,547.00	104,638,992.00	1,072,922.00	1,292,987.00	13,383,157.00	1,340,756.00	5,240,168.00	2,922,900.00	1,064,297.00	1,298,551.00	1,072,543.00	####
REV + ADJ TO CASH	2,510,993,260.00	104,121,526.00	555,456.00	1,292,987.00	13,383,157.00	1,340,756.00	5,240,168.00	2,922,900.00	1,064,297.00	1,298,551.00	1,072,543.00	####
APPROPRIATION	7,617,376,287.00	517,466.00	517,466.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- DSS allows zero value rows or columns or both to be hidden.

To deselect suppressed zero columns or rows, click on Suppress Zeros and then click on selected category.

Using the Suppress Zero values command slows processing. It can be used more effectively as a preliminary to printing.

Changing Display Options

WALKTHROUGH: Changing Display Options

SCENARIO

Your manager has asked you to remove the lines on the DSS report to make the appearance more professional.

Walkthrough Objective

- Remove gridlines

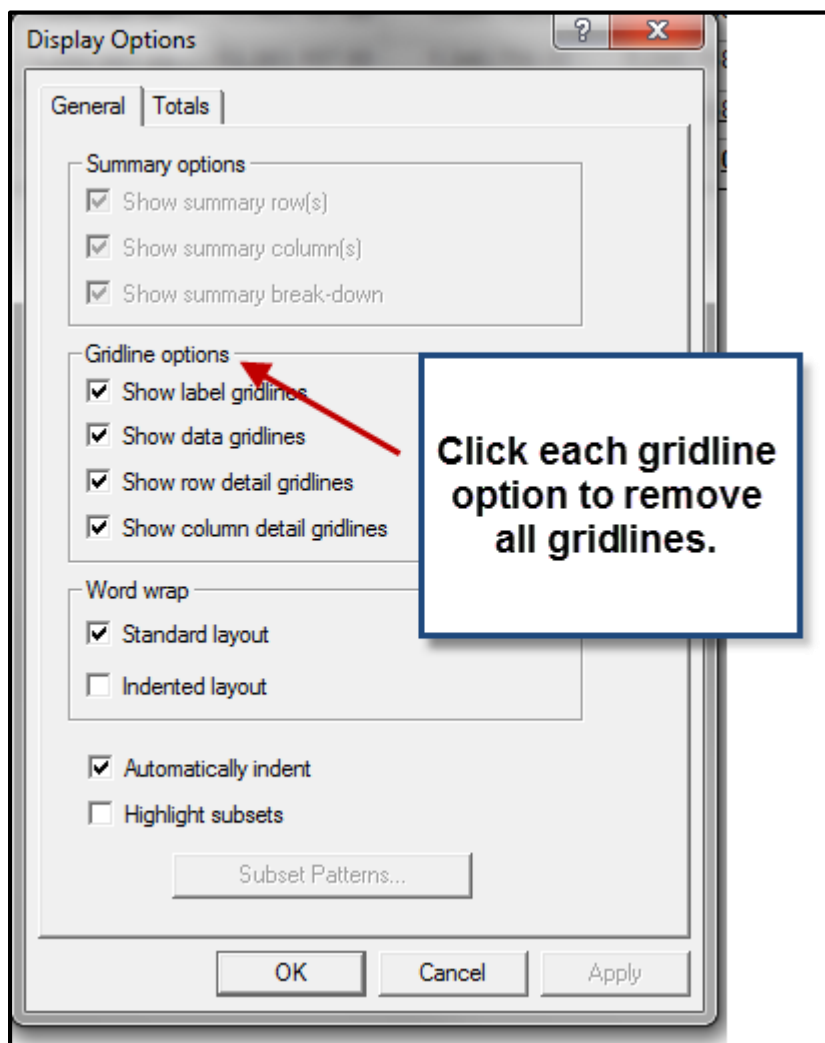
To remove gridlines:

- Click on **Format** on the menu bar.
- Click on **Display Options** from the dropdown menu.


The screenshot shows the IBM Cognos PowerPlay Client interface. A 'Display Options...' dialog box is open, listing various formatting options like Crosstab Layout, Categories, Title, Header and Footer, Display Background..., Palette..., Legend Font..., Hide, Unhide, and Styles... The background displays a 'BUDGET CODE ACCOUNT ANALYSIS' table with columns for various budget categories and their corresponding values.

BUDGET CODE ACCOUNT ANALYSIS					
MDC: 08xbudgt Updated: 5/10/2012 3:08:40 AM					
g Sources DPI Org Units ARRA FY 2012 May MEASURES					
[08 Public Instruction] [Budget Type] [Accounts] [Grant Year]					
YTD CERT BUDGET					
	13510 DPI-GENERAL	23510 DPI-S			
EXP + ADJ TO CASH	10,128,369,547.00	104,121,526.00	555,456.00	1,292,987.00	13,383,157.00
EXPENDITURES	10,128,369,547.00	104,121,526.00	555,456.00	1,292,987.00	13,383,157.00
REV + ADJ TO CASH	2,510,993,260.00	104,121,526.00	555,456.00	1,292,987.00	13,383,157.00
APPROPRIATION	7,617,376,287.00	517,466.00	517,466.00	0.00	0.00

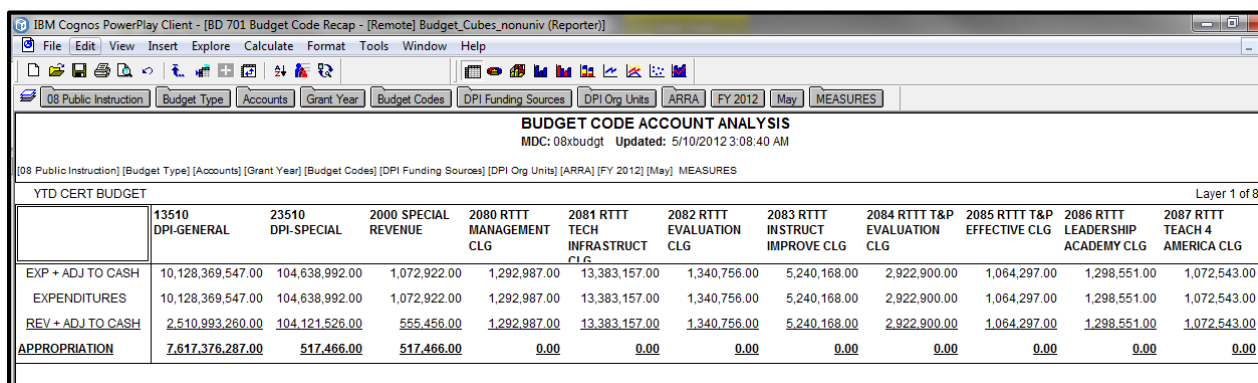
The DSS brings up the Display Options dialog box.



To remove all gridlines:

- Click once in each **Gridline Options** box to remove the . 
 - Notice you can take the automatic indent off from this menu.
 - If you click on the Totals tab you can give the summary rows and summary columns a label name.
- Click on the **OK** button.

The DSS displays the report without gridlines.



IBM Cognos PowerPlay Client - [BD 701 Budget Code Recap - [Remote] Budget_Cubes_nonuniv (Reporter)]

File Edit View Insert Explore Calculate Format Tools Window Help

[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [FY 2012] [May] [MEASURES]

BUDGET CODE ACCOUNT ANALYSIS
MDC: 08xbudgt Updated: 5/10/2012 3:08:40 AM

[08 Public Instruction] [Budget Type] [Accounts] [Grant Year] [Budget Codes] [DPI Funding Sources] [DPI Org Units] [ARRA] [FY 2012] [May] MEASURES

YTD CERT BUDGET Layer 1 of 8

	13510 DPI-GENERAL	23510 DPI-SPECIAL	2000 SPECIAL REVENUE	2080 RTTT MANAGEMENT CLG	2081 RTTT TECH INFRASTRUCT CLG	2082 RTTT EVALUATION CLG	2083 RTTT INSTRUCT IMPROVE CLG	2084 RTTT T&P EVALUATION CLG	2085 RTTT T&P EFFECTIVE CLG	2086 RTTT LEADERSHIP ACADEMY CLG	2087 RTTT TEACH 4 AMERICA CLG
EXP + ADJ TO CASH	10,128,369,547.00	104,638,992.00	1,072,922.00	1,292,987.00	13,383,157.00	1,340,756.00	5,240,168.00	2,922,900.00	1,064,297.00	1,298,551.00	1,072,543.00
EXPENDITURES	10,128,369,547.00	104,638,992.00	1,072,922.00	1,292,987.00	13,383,157.00	1,340,756.00	5,240,168.00	2,922,900.00	1,064,297.00	1,298,551.00	1,072,543.00
REV + ADJ TO CASH	2,510,993,260.00	104,121,526.00	555,456.00	1,292,987.00	13,383,157.00	1,340,756.00	5,240,168.00	2,922,900.00	1,064,297.00	1,298,551.00	1,072,543.00
APPROPRIATION	7,617,376,287.00	517,466.00	517,466.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Printing a Report

A DSS report can be printed to retain a hard copy of the data at a particular point in time. The following walkthrough demonstrates how to print a DSS report.

WALKTHROUGH: Printing a Report**SCENARIO**

You have finished the formatting changes your manager requested. You want to print a copy of the report for your manager's review.

Walkthrough Objectives

- Use Print Preview

To open the Print dialog box:

- Click on **File** on the menu bar.
- Click on **Print** from the dropdown menu.

NOTE: Since this is a training class, we will not be printing the report.

The Print dialog box is displayed. The Print dialog box has four significant sections:

- Printer selection
- Print Range
- Copies
- Other

The **Printer selection area** is for choosing a printer. This also has a button that will allow you to change the properties for your printer. The Print to file check box will print the report to a .prn file that can be sent to a printer.

The **Print range section** is used to select the entire report, pages or selections of a report to be printed.

The **Copies section** is used to select multiple copies of a report to be printed. You may also choose to collate the report.

The **Threshold section** determines the threshold of pages to be printed. The DSS will warn you if you are asking to print more than the threshold. The DSS will print the pages up to your threshold if you reply that you do not want to print more pages than the threshold. If you click on the Yes button, the remainder of the pages will print.

The **Fit to Page option** will fit each layer to a page. If there are many rows or columns, this option will reduce the size to an illegible level.

The **Options** button is used to change print options to print more than one page and/or layer of a report.

The **Preview** button is used to preview the print job.

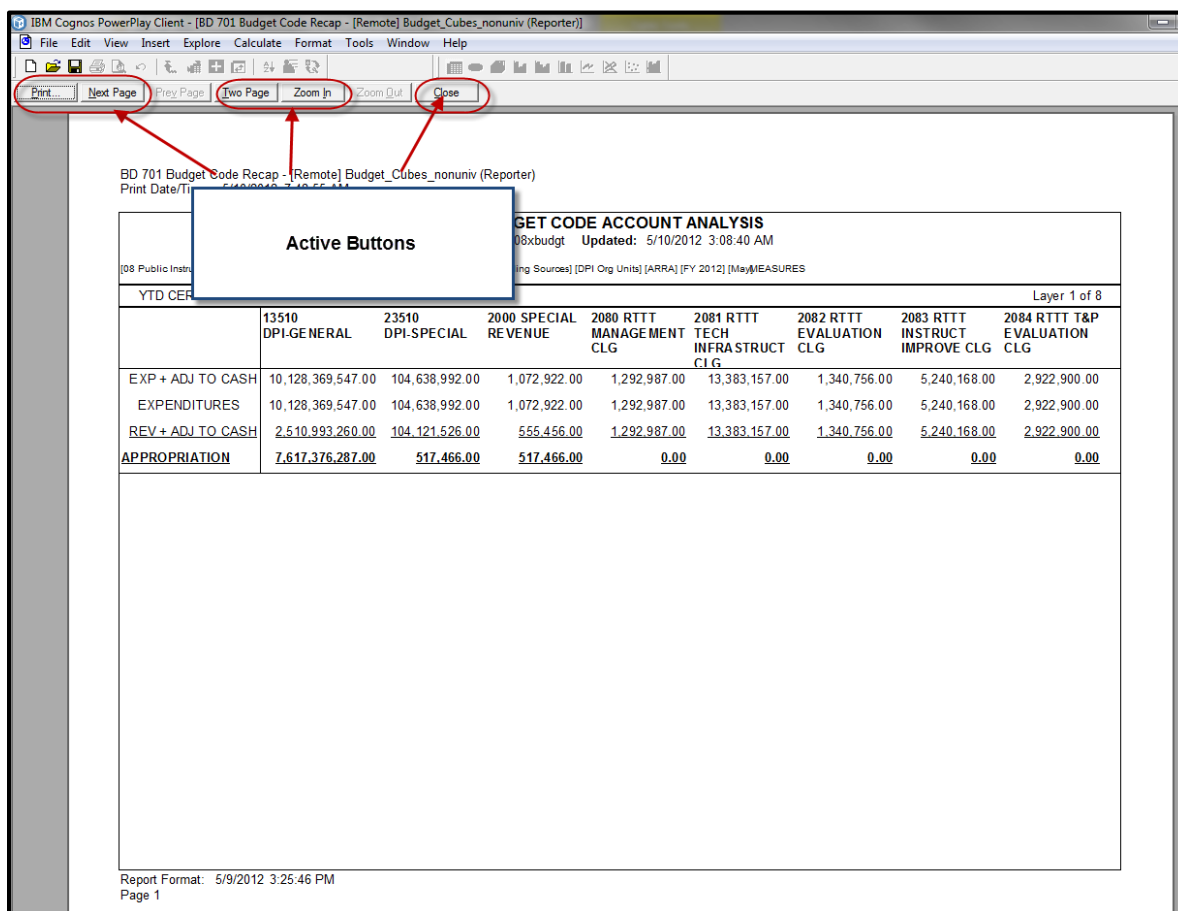
To select the printer:

3. Click on the **Name** list box to change the printer. You can view the list of available printers.
4. If the printer properties need to be changed or reviewed, click on the **Properties** button to change printer properties, including print quality. Click **OK**.

To view the report before the options changed:

- Click on the **Preview** button.

The DSS displays the print preview. The page buttons are active, which indicates that more than one page of the report will print.



- Click on the **Close** button.

To change Print Options

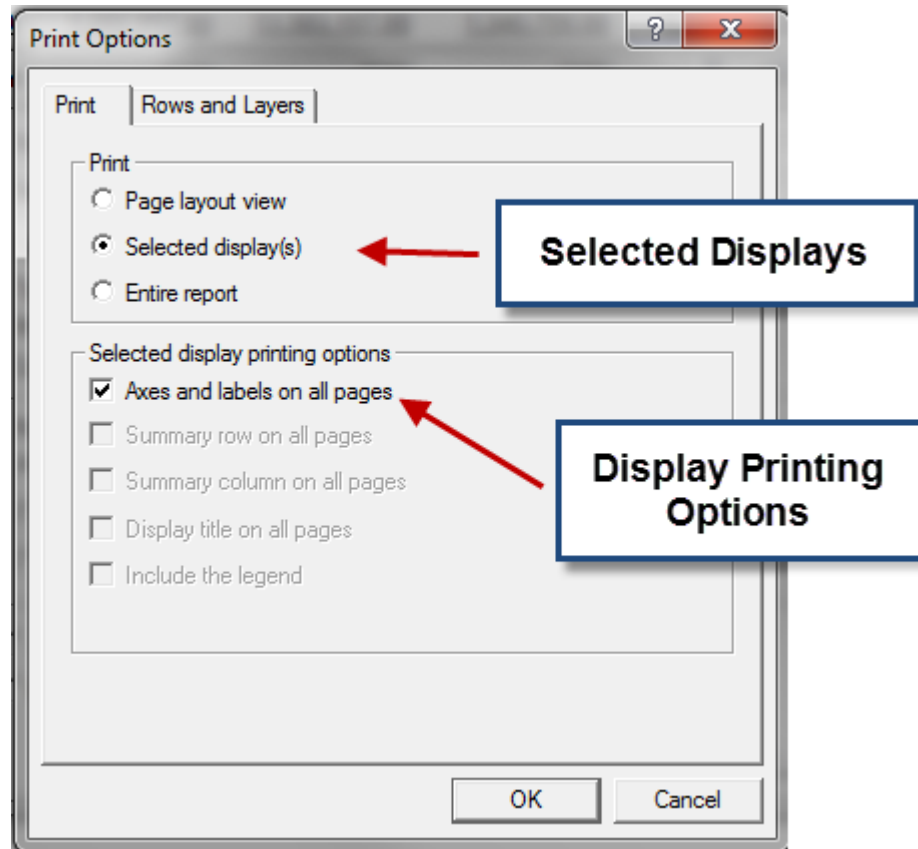
- Click on the **Options** button.

Page layout view – will print the first page of all displays as they display in the page layout view.

Selected displays – will print all pages for the selected display. At present, we only have one display.

Entire Report - will print all pages of the report.

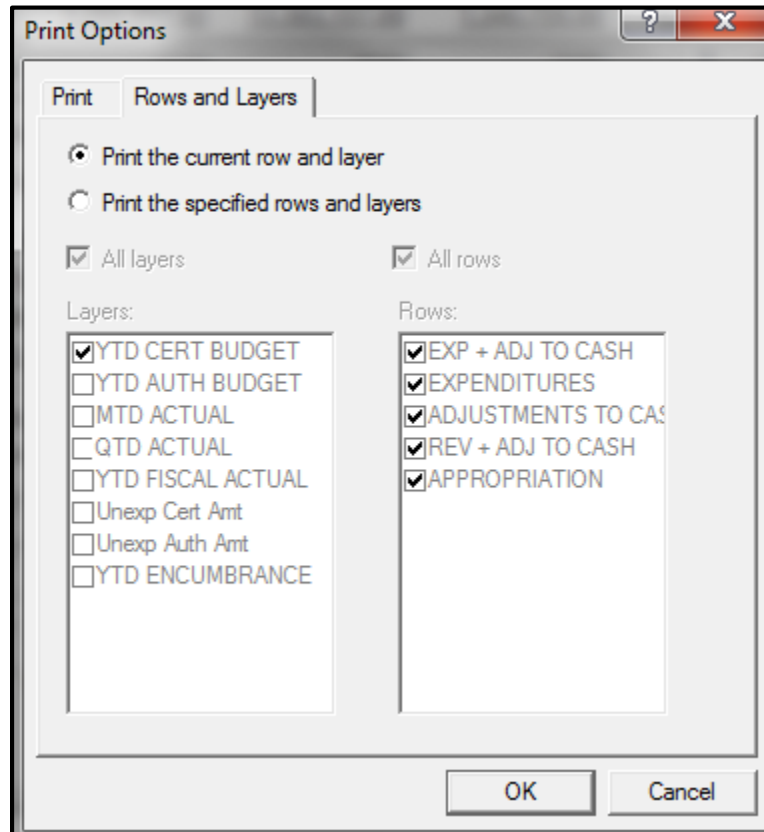
- Click on the list box **Selected display(s)** in the Printing area. The *Selected display printing options* will become active.



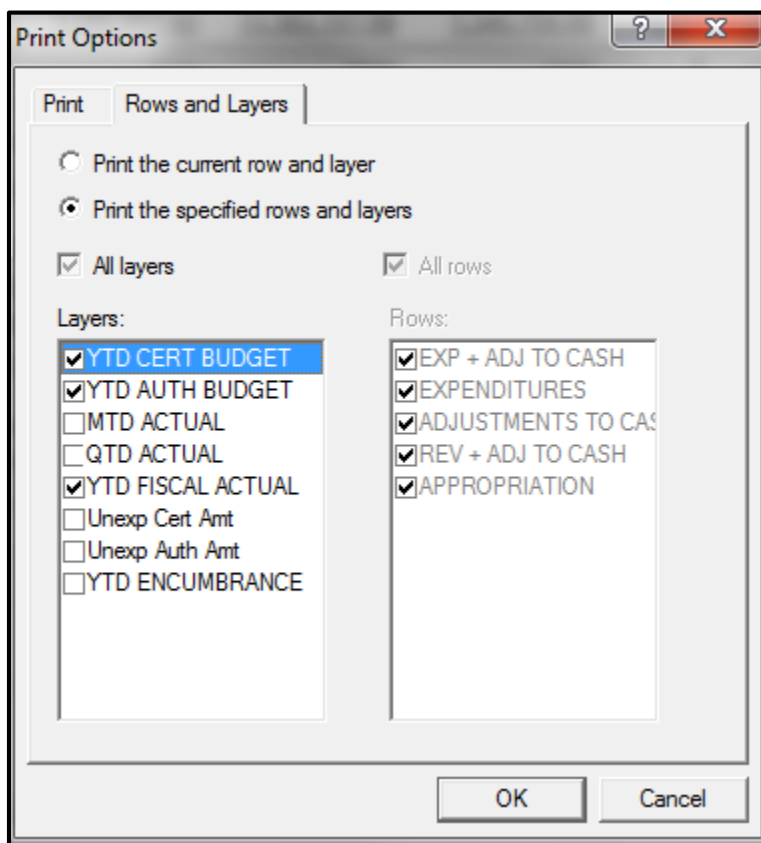
Choose display printing options, as desired.

To set to print more than one layer:

9. Click on the **Rows and Layers** tab.



10. Click on the **Print the specified rows and layers** select box.
11. Double-click on the **All layers** select box to choose all layers.
 - Click on desired layers to print.

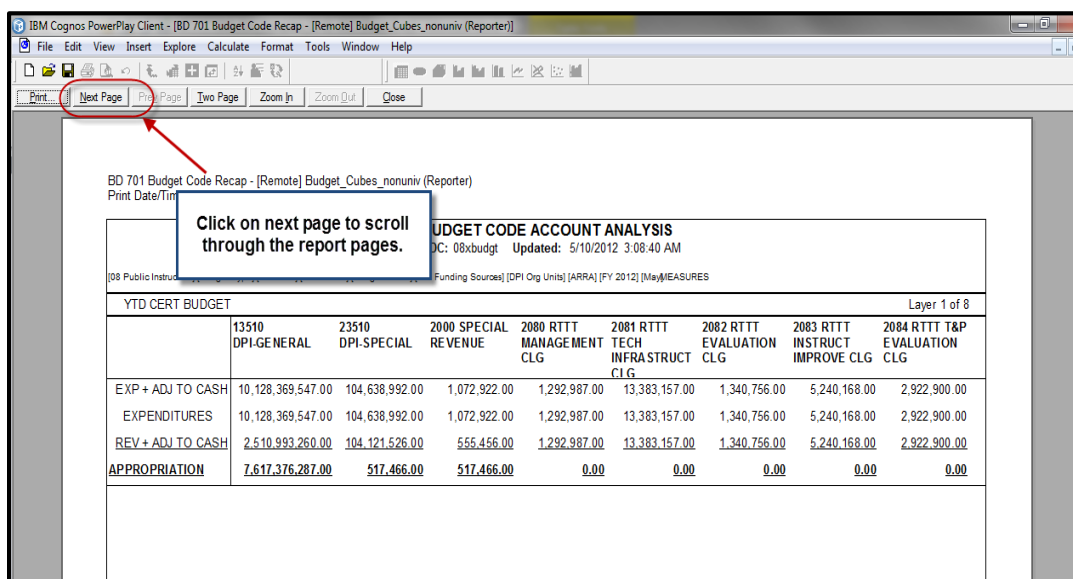


12. Click on the **OK** button.

To preview the print job:

13. Click on the **Preview** button.

- The DSS displays the print preview. Notice that the page buttons are active which means more than one page will print.



14. Click on the **Next Page** button to scroll through the report pages.
15. Click on the **Close** button.
16. For this example, click on the **Cancel** button. (You would complete the printing process by clicking the OK button.)

Saving a Report to MS Excel

Users sometimes find it useful to save a record of the DSS data at a particular point in time, for example, after performing complex calculations on the DSS data, or to send the data in electronic format to coworkers who do not have access to the DSS.

The following walkthrough will demonstrate how to save a report to Excel. Financial data in this spreadsheet will not be automatically updated by the DSS and cannot be drilled up and down.

WALKTHROUGH: Saving to Excel

SCENARIO

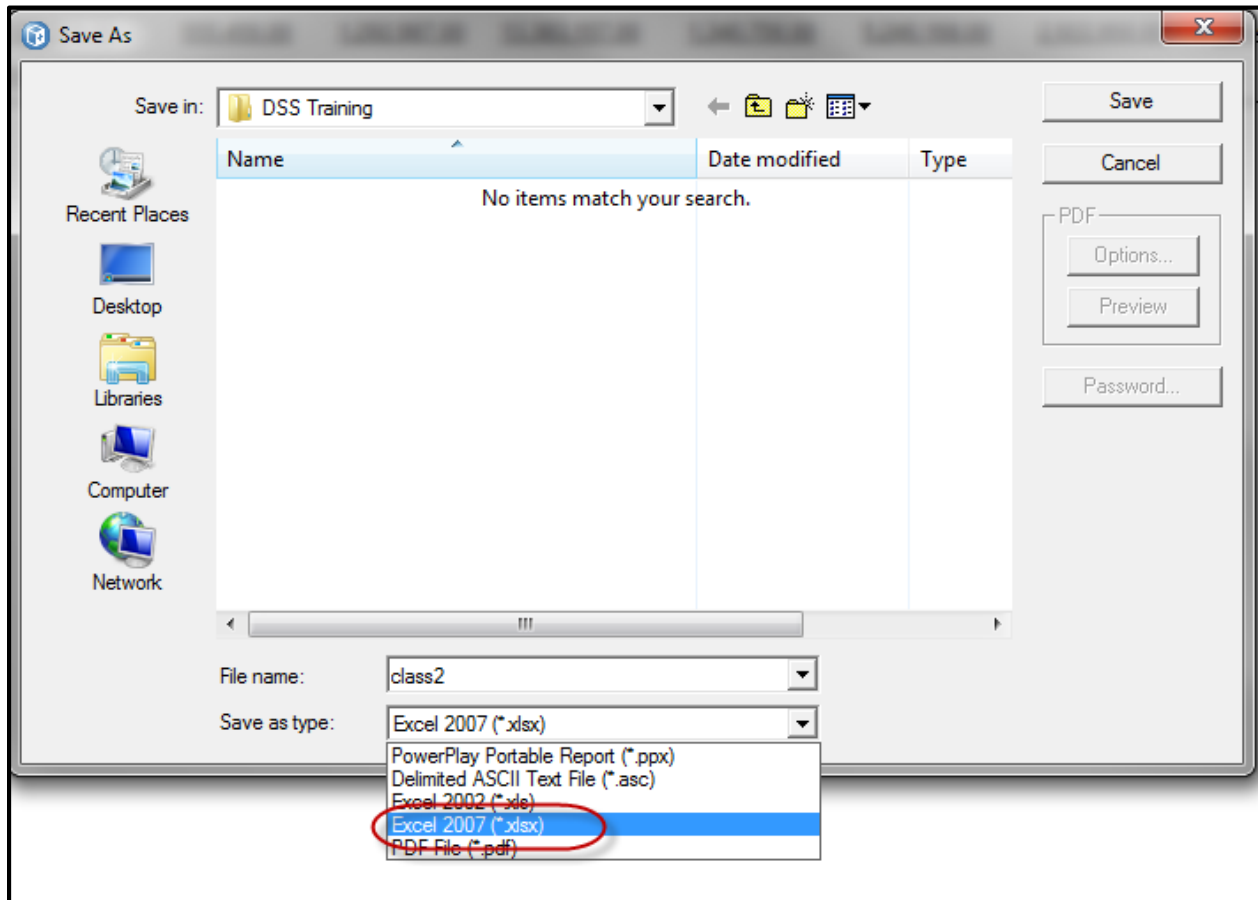
Your manager wants the data on this report saved as of today. You decide to use Excel so that the report will not be automatically updated with new data. Name your spreadsheet class2.

Walkthrough Objectives

- Save the DSS data to Excel
- View the data in Excel

To save the report to Excel:

1. Click on **File** on the menu bar.
2. Click on **Save As** from the dropdown menu.
3. Type **class2** in the File name box of the Save As dialog box.
4. Click on the down arrow beside the **SAVE AS TYPE** field.
5. Click on **Excel 2007 (*.xlsx)** to select it from the SAVE AS TYPE field in the Save As dialog box.

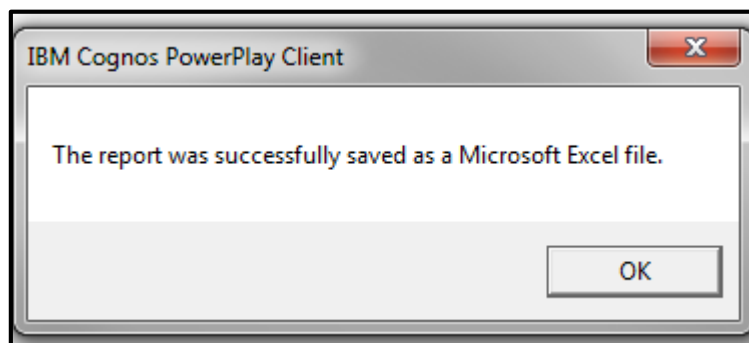


- Note the other available choices of file types.

The number of characters to use in the naming of your report is limited only by your operating system.

6. Select the **C:\DSS Training** from the list box, if not already chosen.
7. Click on the **Save** button.

The DSS displays a completion message.



8. Click on the **OK** button.
9. Open the Excel spreadsheet.

	A	B	C	D	E	F	G
1	BD 701 Budget Code Recap - [Remote] Budget_Cubes_nonuniv (Reporter)						
2	Thursday, May 10, 2012 8:10:41 AM						
3	5/10/2012 8:10:41 AM						
4	08 Public Instruction, Budget Type, Accounts, Grant Year, Budget Codes, DPI Funding Sources, DPI Org Units, ARRA, FY 2012, May, MEASURES						
5	YTD CERT BUDGET, Layer 1/8						
6	13510 DPI-GENERAL	23510 DPI-SPECIAL	2000 SPECIAL REVENUE	2080 RTTT MANAGEMENT CLG	2081 RTTT TECH INFRASTRUCT CLG	2082 RTTT EVALUATION CLG	2083 RTTT INSTR
7	EXP + ADJ TO CASH	10,128,369,547.00	104,638,992.00	1,072,922.00	1,292,987.00	13,383,157.00	1,340,756.00
8	EXPENDITURES	10,128,369,547.00	104,638,992.00	1,072,922.00	1,292,987.00	13,383,157.00	1,340,756.00
9	REV + ADJ TO CASH	2,510,993,260.00	104,121,526.00	555,456.00	1,292,987.00	13,383,157.00	1,340,756.00
10	APPROPRIATION	7,617,376,287.00	517,466.00	517,466.00	0.00	0.00	0.00

Notice that:

- Excel saves each layer as separate sheets in individual tabs.
 - The Suppress Zeros/Columns Only feature was selected, so zero columns are not saved to Excel.
 - Excel column width may need to be adjusted.
10. Close the Excel spreadsheet without saving the changes.
 - Remember that this spreadsheet will not be updated when the DSS database updates.
 11. Click on the **Top "X"** in the top right corner of the screen.
 12. Click **NO** to save the changes.

Final Projects

Activity 1: Custom Report - Budget Reduction

Scenario

You want to create a custom report to calculate state appropriation and determine the effect of a 5 percent budget reduction.

Open an existing report and clear default data

1. Ensure that you are logged into the DSS IBM Cognos PowerPlay client. From the Public Folders area, click on the Management Analysis folder.
2. Click on the **BD 701 Budget Code Recap**.

Set the Year, Period and Measures

3. If the **Dimension Viewer** is not open, click on the **Dimension Viewer** button.
4. Double-click on **Fiscal Year**.
5. Select **current fiscal year**.
6. Click on the **Filter** button.
7. Double-click on **Fiscal Period**.
8. Click on the **current month**.
9. Click the **Filter** button.

Delete columns

10. Click on the **MTD Actual** column
11. Press and hold down the **Control key** and click on **QTD Actual, Unexp Cert Amt, Unexp Auth Amt, and YTD Encumbrances** columns.
12. Release the **Control** key.
13. Press the **Delete** key on your keyboard.

Create Budget Reduction Calculation

14. Click on the column **YTD AUTH BUDGET**.
15. Click on **Calculate** on the menu bar.
16. Click on **Multiply** from the dropdown menu.
17. Type **.95** in the Number box.
18. Click **OK**.
19. Click on the label of the new column **YTD AUTH BUDGET * .95** with the right mouse button.
20. Click **Rename** label.
21. Type **Budget Reduction 5%** in the New category label box.
22. Click **OK**.

Add Title & Underline Appropriation

23. Click on the label **APPROPRIATION**.
24. Click on **Format** on the menu bar.

25. Select **Categories/Values Only**.
26. In the **Over or underline** box select the desired format.
27. Click **OK**.
28. Click on **Format** on the menu bar.
29. Select **Title, Header and Footer/Title**.
30. In the Title box, delete the title **Budget Code Recap**.
31. Then type the new title, **Effect of 5% Budget Reduction**.
32. Delete BD 701 within the Title Box.
33. Click **OK**.

Save the report

34. Click on **File** on the menu bar.
 35. Select **Save As**.
 36. In the Save In box, choose the appropriate location.
 37. In the File name box type **5% Bdg Reduction**.
 38. In the Save as Type box, choose **PowerPlay Portable Report (*.ppx)**.
- You have successfully created your report!

Sample Solution:

	YTD CERT BUDGET	YTD AUTH BUDGET	BUDGET REDUCTION 5%	YTD FISCAL ACTUAL
EXP + ADJ TO CASH	10,128,369,547.00	10,472,957,227.00	9,949,309,365.65	8,284,665,518.10
REV + ADJ TO CASH	2,510,993,260.00	2,855,580,940.00	2,712,801,893.00	1,859,620,441.57
APPROPRIATION	7,617,376,287.00	7,617,376,287.00	7,236,507,472.65	6,425,045,076.53

Activity 2: Custom Report - Analyze Transfers

Scenario

You want to create a report that will help to determine if there are any Transfer Ins and Transfer Outs that need to be eliminated at June 30th.

1. Open the **CAFR 52G or 53P** report for your agency.
2. Turn off *zero suppression*, by selecting **Explore/Suppress/Zeros**.
3. Click **Rows & Columns** to remove the check mark.
4. Highlight all the rows except **Transfers In** and **Transfers Out**. Press the **delete** key.
5. Double-click on the **Transfers In** and **Transfers Out** rows.
6. Highlight all the rows except **4381** and **5381**. Press the **delete** key.

7. Double-click on **4381** and **5381**.
 - *Alternative to steps #4 to #7*, delete all rows of the report by selecting Edit/Select Rows and pressing the delete key. Within the Dimension Viewer, highlight Transfers In Accts 4381 and Transfers Out Accts 5381 and then press the Lowest Level of Children button. Then press the Add as Rows button within the Dimension Viewer.
8. Turn *zero suppression* back on by selecting **Explore/Suppress/Zeros/Rows & Columns**.
9. Double-click on each **GASB** column, except the General Fund column.
10. Double-click on each **GASB** until you get down to the individual GASB column.

Note: When analyzing transfers in and transfers out for General Fund, the analysis should be done at the 11XX GASB level.
11. If your agency has more than one company, filter the **FRU dimension** to obtain the first three positions of company number.
12. Then filter the **GAAP Fund Type** dimension to obtain the fourth position of company number.

Note: In lieu of doing steps #11 and #12, you could nest lowest level of FRU dimension under each GASB column. Then nest lowest level of GAAP Fund dimension under each 3-digit FRU number.
13. Make sure that the report is filtered for 13th period of the year of interest.
14. Delete columns that are summary columns.
15. Delete rows that are summary rows.

You have now created a report that will assist in determining if there are any GASBs that need to be eliminated within a company.

Sample Solution:

	General	1200 OTHER SPECIAL REVENUE FUND	1394 ESCHEATS FUND	1424 NC INFRASTRUCTURE FINANCE CORP	1429 PUBLIC IMPROVEMENT BONDS	1430 SPECIAL INDEBTEDNESS PROCLINT
438121 TRSFR-IN-INTRAFUND	32,943,998.26	0.00	0.00	0.00	0.00	0.00
438142 TRANSFER IN BOND SALE	890,675.16	0.00	0.00	0.00	0.00	0.00
438151 TRSFR-IN-HOUSING FIN AGCY	49,001.00	0.00	0.00	0.00	0.00	0.00
438161 TRSFR-IN PARKS & REC TRUS	7,224,713.00	0.00	0.00	0.00	0.00	0.00
438162 TRSFR-IN NATURAL HERITAGE	4,418,304.00	0.00	0.00	0.00	0.00	0.00
438163 TRSFR-IN CLEAN WATER TRUS	1,639,010.00	0.00	0.00	0.00	0.00	0.00
438164 TRSFR-IN HEALTH & WELLNES	19,373,599.45	0.00	0.00	0.00	0.00	0.00
438165 TRSFR-IN TOBACCO TRUST	17,116,443.00	0.00	0.00	0.00	0.00	0.00
438181 TRSFR-IN-PRINCIPAL INTRAF	398,341,728.00	0.00	0.00	0.00	0.00	0.00
438182 TRSFR-IN-INTEREST INTRAF	281,800,295.22	0.00	0.00	0.00	0.00	0.00
438183 TRANSF FROM 23401 CLN WTR	10,796,779.64	0.00	0.00	0.00	0.00	0.00
438184 TRSFR-IN PAYING AGENT FEE	2,612,160.45	0.00	0.00	0.00	0.00	0.00
438192 TRANS-IN	34,564,052.27	0.00	0.00	0.00	0.00	0.00
538043 LEGISLATIVE MANDATED TRAN	-555,278.75	-262,925.86	0.00	0.00	0.00	0.00
538102 DOA-VETERANS' SCHOLARSHIP	0.00	0.00	-6,520,964.00	0.00	0.00	0.00
538110 TRSFR-OUT TO NONTAX REV	-40,819,044.15	0.00	0.00	0.00	0.00	0.00
538111 TRANSFER OUT-PROGRAM	0.00	0.00	0.00	0.00	0.00	-8,111,899.64
538112 TRANSFER-OUT	-890,675.16	0.00	0.00	0.00	0.00	0.00
538117 NCRX-PREMIUM ASSISTANCE	-1,424,599.06	0.00	0.00	0.00	0.00	0.00
538119 TRANSFER TO DEBT SERV	-9,119,013.64	0.00	0.00	0.00	0.00	0.00
538128 DHHS SUBSTANCE ABUSE SECT	-345,342.56	0.00	0.00	0.00	0.00	0.00
538131 DHHS OUTLINE	-1,090,237.05	0.00	0.00	0.00	0.00	0.00
538138 DHHS DIV OF PUBLIC HEALTH	-237,336.65	0.00	0.00	0.00	0.00	0.00
538139 NCRX CARE MTM PROGRAM	-1,349,089.08	0.00	0.00	0.00	0.00	0.00

Procedure 1: Opening a DSS Static Report

STATIC REPORTS

Web Access (Static Reports)

In order to access static reports, you must log into the DSS website and go through the web.

BD 725 Reports (see QRG 3):

- BD725 Current Monthly Report on Capital Improvement Funds
- BD725 Current Negative Allotment Balances
- BD725 June 29 Monthly Report on Capital Improvement Funds
- BD725 Previous Monthly Report on Capital Improvement Funds
- BD725 Previous Period 2 Monthly Report on Capital Improvement Funds (Universities only)

CAFR 11a Reports

Master Table Definitions Reports

Trial Balance Reports (see QRG 4):

- Current Period Reports
- June 29th Period Reports
- June 30th Period Reports
- Previous Period 2 Reports
- Previous Period Reports

NCAS History: follows the same premise as above depending on the type of history report you want to view, static or mdc.

1. Open a web browser, either Internet Explorer or Firefox.
2. Enter address <https://ncasdss.ncosc.net>.
3. Click on the link **Login to NCAS DSS**.
4. Login with your current **NCID** and password.
5. From the GDAC Portal home page, click on the **NCAS DSS** tab.
6. You will be placed in the **Reports** area. (Location: WebDAV)
7. From the **Reports** area, access your agency's static reports (BD725, CAFR 11a, or Trial Balances) by clicking on the **Agencies** or 01x_General Assembly folder.
8. Select your agency.
9. Select the desired folder – BD725, CAFR 11a, or TrialBal.
10. If you chose the **BD725 reports folder** or the **TrialBal reports folder**, open the desired report by clicking on the title. You will have the option to view these reports in PDF format or Excel format. Select the desired version of the report you wish to view. Depending on your Adobe Reader configuration, a PDF report will either open in the current web browser

window or it will open in a separate Adobe window. An Excel report will open in an Excel window.

11. If you chose the **CAFR 11a reports folder**, open the CAFR 11a report by clicking on the title. The report will open in PDF format. Depending on your Adobe Reader configuration, the report will either open in the current web browser window or it will open in a separate Adobe window.
12. To open the **Master Table Definitions report**, click on the **Master_Table** folder from the Reports area (WebDAV location). The report will open in Excel format in an Excel window.

Procedure 2: Opening a DSS Multi-Dimensional Cube (MDC)

MULTI-DIMENSIONAL REPORTS (MDC's)

PowerPlay Client (Multi-Dimensional Cube Reports)

In order to access MDC reports, you must open Cognos PowerPlay 10 installed on your machine.

Financial Analysis (see QRG 2):		EAGLE:
CAFR Reports	COMP Reports	EAGLE CAFR 11F
11G	11G	EAGLE CAFR 11G
52G	52G	EAGLE CAFR 11P
11P	11P	EAGLE CAFR 52G
53P	53P	EAGLE CAFR 53P
11F	11F	EAGLE CAFR 54F
54F	54F	
12G	12G	Custom Reports
17G		
17P		
17S		
50G part 1		
50G part 2		

Management Analysis (see QRG 1):

- BD701 Budget Code Recap
- BD701 Budget Code Recap (univ)
- BD701 Summary by Account
- BD701 Summary by Account (univ)
- BD701 Summary by Purpose
- BD701 Summary by Purpose (univ)
- Management Report
- MM-Open Documents by Account
- MM-Open Documents by Requested Vendor
- Negative Unexpended Authorized Budget

NCAS History: follows the same premise as above depending on the type of history report you want to view, static or mdc.

1. Go to Start, All Programs, IBM Cognos 10, IBM Cognos PowerPlay.
2. From the Welcome screen, click on the button next to "Open an existing report".
3. From the "Select a Report" window, click on the button next to "Remote".
4. You will be prompted to log on. Use your current DSS ID and password.
5. You will be placed in the Public Folders area.

6. From the Public Folders area, access MDC reports by clicking on one of the following folders: EAGLE, Financial Analysis, or Management Analysis.
7. Select the radio button next to the desired report and click OK.
8. Depending on the report and your user permissions, either the report will open or you will be prompted to "Select a DataSource Connection". If you are prompted, select an agency from the drop down box, click OK and the report will open.

Procedure 3: Filtering for a Dimension in DSS Report

1. Scroll across the **Dimension Bar** to the right, if necessary, until the desired dimension is visible.
2. Position the cursor over the Dimension to view the Dimension's list.
3. Click the item from the list for which you are filtering.
 - If the folder on the Dimension bar becomes a rectangle, the data for which you are filtering is at the lowest level for this Dimension.

The most frequently filtered Dimensions are:

- Budget Codes/Funds
- FISCAL YEAR
- FISCAL PERIOD (months)

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Procedure 4: Using the Dimension Viewer to Filter Data in DSS Reports

1. Click the **Dimension Viewer** button on the Toolbar.
2. Position the cursor over the right border of the Dimension Viewer. Notice that the cursor shape changes to a crosshair.
3. Click and drag the border to the right until all the Dimension titles are visible.
4. Double-click the desired Dimension in the Dimension Viewer to view lower levels of the Dimension.
 - The plus sign indicates a parent category with child categories below.
5. To filter data, double-click on a dimension until you reach the desired level within the dimension.
6. Click the **filter** button (the Funnel Icon) on the Dimension Viewer toolbar. The DSS displays the data for which you have filtered.
 - The Dimension Viewer can be more efficient than the Dimension Line when a dimension is filtered more than one level down.
7. Click the **Dimension Viewer** button on the toolbar to close dimension viewer.

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Procedure 5: Swapping Rows, Columns, and Layers in DSS Reports

- Swapping rows, columns, and layers can change the perspective of the data presentation.

1. Click **Explore** on the menu bar.
2. Position your cursor over **Swap** from the dropdown menu.
3. Depending on how you want your data to change, click **Rows and Columns**, **Rows and Layers**, or **Columns and Layers**.

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Procedure 6: Renaming a Label in DSS Reports

1. Click the **label** to highlight it.
 2. Click **Edit** on the menu bar.
 3. Click **Rename Label** from the dropdown menu.
 4. Type the **new name** in the New category label box.
 5. Click the **OK** button.
- A label can be renamed by right clicking on the label to be renamed and selecting **Rename Label**. Enter the new name and click **OK**

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Procedure 7: Using the Dimension Viewer to Add Layers, Columns, and Rows in a DSS Report

1. Click the **Dimension Viewer** button on the Toolbar to open dimension viewer.
2. Position the cursor over the right border of the Dimension Viewer. Notice that the cursor shape changes to a crosshair.
3. Click and drag the border to the right until all the Dimension titles are visible.
4. Double-click the desired Dimension in the Dimension Viewer to view lower levels of the Dimension.
 - The plus sign indicates a parent category with child categories below.
5. Click the desired **Dimension(s)**. If multiple dimensions are needed, click and hold the Shift or Ctrl key and select the desired dimensions.
6. Click either the **Add as rows**, **Add as columns** or **Add as layers** button on the Dimension Viewer toolbar. The DSS displays the data you have added.
7. Click the **Dimension Viewer** button on the toolbar to close dimension viewer.

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Procedure 8: Drilling Down in a DSS Report

1. Double-click a **label** of a dimension on a row or a column. The DSS inserts and highlights rows or columns of detailed data below the summary row or to the right of the summary column.
 - Only dimensions that are summary points can be drilled. A summary point is indicated when the cursor shape becomes a *plus sign* when the cursor is positioned over the dimension label.
 - When the cursor is positioned over a detailed point, its shape changes to a plain arrow, indicating that the detailed point cannot be drilled down any further.
2. Continue to drill down as needed by double-clicking on a **label** until the desired details are uncovered.
 - Notice that, when you drill down on a dimension, both summary and details are displayed.

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Procedure 9: Drilling Up in a DSS Report

1. Position the cursor over a summary point. The cursor becomes a plus sign with an up arrow.
2. Double-click this summary point. Notice the detail points/children disappear.

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Procedure 10: Deleting Data

1. Click a **label** (row, column, layer) to select it.
2. Press delete on the keyboard.
 - To delete multiple labels under one category, select the desired labels and press delete on the keyboard.
 - You can delete all rows, columns and layers at one time by clicking Edit>Select and then choosing from Rows, Columns, Layers, or All. After selecting the data to be deleted, press delete on the keyboard.
 - The Ctrl + Alt keys highlight all rows, columns, and layers. Press delete on the keyboard to delete everything.

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Procedure 11: Adding a Calculation Row or Column in DSS Reports

1. Select the **rows or columns** you wish to use in your calculation.
 - Use the Shift key to select a range, or the Ctrl key to select non-contiguous rows or columns, as appropriate.
2. Click **Calculate** on the menu bar.
3. Click **one of the calculation options** from the dropdown menu.
4. Select and/or fill in the options, as appropriate, for the type of calculation you have selected.
5. Type a **name for your calculated row or column** in the Label name box.
6. Click the **OK** button.

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Procedure 12: Adding a Blank Row or Column in DSS Reports

1. Click a **row or a column label**. (Select the row above the place where you want a blank row added, or choose the column to the left of where you want a blank column added.)
2. Click **Insert** on the menu bar.
3. Click **Blank(s)** from the dropdown menu. The DSS inserts the blank row or column.
 - Data cannot be entered on a blank row or column.

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Procedure 13: Adding a Long Bar Nesting in DSS Reports

1. Select a **Dimension** from the Dimension Line or Dimension Viewer.
2. Click and drag the **Dimension** to the side of the row label(s) or below the column label(s) until a long bar is displayed. Release the mouse button.
 - When using long bar nesting in a row or column format, the nesting applies to the entire series of rows or columns.

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Procedure 14: Drilling Down/Up on a Nested Dimension in a DSS Report

To drill down on a nested Dimension:

1. Double-click a **row** or a **column label** to drill down. Notice that the summary/parent label remains and the detail/child labels also display.

To drill up on a nested Dimension:

2. Position the cursor over a **row** or a **column label** until you see the cursor become a plus sign with an up arrow.
3. Double-click that **label** to drill up

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Procedure 15: Adding a Short Bar Nesting in a DSS Report

1. Select a **Dimension** from the Dimension Line or Dimension Viewer.
2. Click and drag the **Dimension** to the side of the row label(s) or below the column label(s) until a short bar is displayed. Release the mouse button.
 - When using short bar nesting in a row or column format, the nesting applies only to the rows or columns on which the short bar is displayed.

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Procedure 16: Resizing a Row/Column in DSS Reports

1. Position the cursor over the right border of a row or the lower border of a column. Notice that the cursor shape changes to a crosshair.
2. Click and drag the border until the row or column is the desired width or height. You can drag the border to the right or to the left or, double-click the cross hair and the row or column will auto adjust.

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Procedure 17: Editing Titles in DSS Reports

1. Double-click the title. The DSS displays a **Title Editing** box. If <NEW TITLE> displays, highlight it and type the new title name.
 - The Title box has 3 different areas: the title area, a format menu, and an Insert button. The Insert button is a tool for adding variables or pictures to a title.
2. Click the **Insert** button to view the variables for the following:
 - Report
 - MDC
 - Variable
 - Numbers
 - Dimension
 - Picture Object

Each variable has a dropdown menu from which selections can be made to add items to the report title area.

3. To format, highlight the title, text, or a variable and choose a formatting option from the format menu.
4. Click the **OK** button to close the **Title** box.

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Procedure 18: Viewing Headers and Footers for a DSS Report

1. To view using the Print Preview method, click the **Print Preview** button from the tool bar.
2. Click the **Close** button to close the **Print Preview** window.

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Procedure 19: Formatting Categories in DSS Reports

1. Click **Edit** on the menu bar.
2. Position the cursor over **Select** from the dropdown menu.
3. Click one of the following options:
 - a. Rows
 - b. Columns
 - c. Layers
 - d. All
4. Click **Format** on the menu bar.
5. Position the cursor over **Categories** from the dropdown menu.
6. Choose and click one of the following:
 - a. Labels Only
 - b. Values Only
 - c. Labels and Values
 - d. Default
7. The DSS displays the Format Categories dialog box.
8. Click one of the following tabs (based on the selection made in step 6):
 - a. Font
 - b. Format
 - c. Alignment
 - d. Patterns
9. Make desired changes and click the **OK** button.

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Procedure 20: Hiding Data in DSS Reports

1. Highlight the row(s) or column(s) you wish to hide.
2. Click **Format** on the menu bar.
3. Position the cursor over **Hide**.
4. Click **Selected Categories**.
 - The DSS gives the choice of hiding selected or unselected categories. This is a useful tool when there are few rows or columns that need to be displayed.
 - Do **NOT** resize rows or columns to hide them. Use Format/Hide.

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Procedure 21: Viewing Hidden Data in DSS Reports

1. Click **Format** on the menu bar.
2. Click **Unhide** from the dropdown menu.

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Procedure 22: Suppressing Zero Values in DSS Reports

1. Click **Explore** on the menu bar.
2. Position the cursor over **Suppress Zeros** from the dropdown menu.
3. Click one of the following:
 - Rows and Columns
 - Rows Only
 - Columns Only
 - Using the Suppress Zeros command slows processing. It can be used most effectively as a preliminary to printing a report.

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Procedure 23: Changing the Crosstab Views in DSS Reports

1. Click **View** on the menu bar.
2. Click the **Page Layout** or **Page Width** view. The DSS displays the page with the selected view.
 - While a view is displayed, you can access a different View on the menu bar without having to close the current view. To return to the default view (Normal), click View on the menu bar and select Normal.

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Procedure 24: Changing Display Options in DSS Reports

1. Click **Format** on the menu bar.
2. Click **Display Options** from the dropdown menu. The DSS displays the Display Options dialog box.
3. Click once in the **Show label gridlines** checkbox to remove the check mark.
4. Click once in the **Show data gridlines** checkbox to remove the check mark.
5. Click once in the **Show row detail gridlines** checkbox to remove the check mark.
6. Click once in the **Show column detail gridlines** checkbox to remove the check mark.
 - Notice that you can remove the summary row or column in this dialog box and you can take the automatic indent off as well.
 - If you click the Totals tab, you can give the summary row and column a label name.
7. Click the **OK** button.

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Procedure 25: Saving a Custom Report in DSS

1. Click **File** on the menu bar.
2. Click **Save As** from the file dropdown menu.
3. Type the file name in the **File name** box of the **Save As** dialog box.
 - You may save a report anywhere on your LAN in any directory where you have write access.
 - In the DSS, you are not limited in the number of characters used to name your report. However, you may be limited to 8 characters by your operating system.
4. The data in reports that have **PowerPlay Portable Report (*.ppx)** displayed in the **Save as Type** dialog box will be updated.
5. Click the **SAVE** button.

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Procedure 26: Printing a Report in DSS

To select the page setup:

1. Click **File** on the menu bar.
2. Click **Page Setup** from the dropdown menu.
3. Change the left, right, top and bottom margins to **.5** in the Margins tab of the Page Setup dialog box.
 - The margins setup depends on the printer you are using.

To change the paper size:

4. Click the **down arrow** on the Paper type list box to view list of available paper sizes.
5. Click the **desired paper type** to select it.

To view the potential paper sources:

6. Click the down arrow on the Paper source list box.

To change the paper orientation:

7. Click Portrait or Landscape in the Orientation box.

To select the printer:

8. Click File on the menu bar.
9. Click Print from the dropdown menu.
10. Click the Name list box to change the printer.
11. Click the Properties button if you want to change printer properties and print quality and complete the necessary changes.

To view the report before printing:

12. Click the **Preview** button in the Print box.
13. Click the **Close** button.

To change print options:

14. Click the **Options** button in the **Print** box.
 - The Print page layout view option will print all displays as they appear in the page layout view.
 - The “Print selected display(s)” option will print all data for the selected display.
15. The Selected display printing options box becomes active and you can select the desired options.

To set to print more than one layer:

16. Click the **Options** button in the Print box.
17. Click the **Rows and Layers** tab.
18. Click the **Print the specified rows and layers** selection box.
19. Click the **Layers** you want printed.
20. Click the **OK** button.

Procedure 27: Saving a DSS Report to Excel

1. Click **File** on the menu bar.
2. Click **Save As** from the dropdown menu.
3. Click the **down arrow** beside the “Save as type” box.
4. Click **Excel files(*.xls)** to select it.
 - The number of characters you can use to name your report is limited only by your operating system.
5. Select the directory from the list box for which you have write access.
6. Click the **Save** button. The DSS displays the completion message - **Report successfully saved to Excel file.**
7. Click the OK button.
 - DSS files saved to Excel will not be updated.

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Procedure 28: Opening a Custom Report with a Different Cube

1. Open IBM Cognos PowerPlay.
 - If already open, then click **File Open** and go to step #3. Step #4 will not be necessary since you only have to log in the initial time.
2. Click **Open an Existing Report**.
3. Check the **Prompt for a Data Source** box and click the **Remote** button.
4. Log into IBM Cognos PowerPlay by entering your user id and password.
5. Go to the appropriate folder where the report resides.
6. Select the desired report and click **OK**.
7. Within the “Select a Data Source” window, click **Remote**.
8. Click on **MDCs** folder.
9. Click on the folder of the desired year of history (FY20XX History).
10. Click the radio button next to the appropriate package (blue folder) and click **OK**.
11. If prompted, select the desired agency and click **OK**.

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QRG 1: Management Analysis Folder

<u>Multi-Dimensional Reports</u>	
<u>BD 701 Reports:</u>	
BD701 Budget Code Recap	Reports a budget code level summary of total budgeted and actual expenditures, revenues, and appropriation balances. There are two versions of the report - one for agencies only and one for universities only.
BD701 Summary by Purpose	Reports a summary of the total budgeted and actual expenditures and revenues by budget code. There are two versions of the report - one for agencies only and one for universities only.
BD701 Summary by Account	Reports a summary of the total budgeted and actual expenditures and revenues by account number within each budget code. Amounts are summarized and displayed at the summary account level (4-digits) for each budget code. There are three versions of this report – one for Lottery; one for all other agencies, and one for universities only.
<u>Other Management Analysis Reports:</u>	
Negative Unexpended Authorized Budget	This report displays the calculation of Authorized Budget minus YTD Fiscal Actual for each expenditure account by budget code. Any negative numbers will be displayed in red.
Management Report	Reports available balances for the current period.
MM Open Documents by Account	Reports all expenditure accounts at the 3-digit summary level for each budget code. This report only shows current data.
MM Open Documents by Requestor/Vendor	Reports all expenditures by vendor/requestor for each budget code. This report can be filtered to narrow data by document age. This report only shows current data.

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QRG 2: Financial Analysis Folder

Multi-Dimensional Reports

Governmental Funds (GASB 11XX - 15XX):

CAFR 11G Balance Sheet

CAFR 52G Statement of Revenues, Expenditures, & Changes in Fund Balance

COMP 11G Comparative Balance Sheet

COMP 52G Comparative Statement of Revenues, Expenditures, & Changes in Fund Balance

Proprietary Funds (GASB 25XX - 27XX, 4XXX)

CAFR 11P Statement of Net Position

CAFR 53P Statement of Revenues, Expenses, & Changes in Fund Net Position

COMP 11P Comparative Statement of Net Position

COMP 53P Comparative Statement of Revenues, Expenses, & Changes in Fund Net Position

Fiduciary Funds (GASB 33XX, 34XX, 39XX (11F only)):

CAFR 11F Statement of Fiduciary Net Position

CAFR 54F Statement of Changes in Fiduciary Net Position

COMP 11F Comparative Statement of Fiduciary Net Position

COMP 54F Comparative Statement of Changes in Fiduciary Net Position

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QRG 3: BD725 Reports Folder

Adobe Reader Reports:	Name of Report	Description of Report
BD725 Reports folder	Current Monthly Report on Capital Improvement Funds	Displays current month data for current activity, project to date activity, and allotment balances for capital improvement funds by budget code and fund.
	Previous Monthly Report on Capital Improvement funds	Displays previous month data for current activity, project to date activity, and allotment balances for capital improvement funds by budget code and fund.
	Previous Period 2 Monthly Report on Capital Improvement funds <i>(NOTE: for universities only)</i>	Displays two previous month data for current activity, project to date activity, and allotment balances for capital improvement funds by budget code and fund.
	June 29th Monthly Report on Capital Improvement Funds	Displays June 29th data for current activity, project to date activity, and allotment balances for capital improvement funds by budget code and fund.
	Current Negative Allotment Balances on Capital Improvement Funds	Displays current month data for negative allotment balances for capital improvement funds by budget code and fund.

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QRG 4: Trial Balance Reports Folder

Adobe Reader Reports:	Name of Report	Description of Report
Current Period Reports folder	Budget Code Detail Trial Balance - Current	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by budget code and fund for the current month.
	Budget Code Summary Trial Balance - Current	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by budget code for the current month.
	GASB Trial Balance - Current Period <i>(Note: for agencies only)</i>	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by GASB and fund for the current month.
	GASB Summary Trial Balance - Current Period <i>(Note: for agencies only)</i>	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by GASB for the current month.
	Company Detail Trial Balance - Current Period <i>(NOTE: for universities only)</i>	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by company and fund for the current month.
	Company Trial Balance - Current Period <i>(NOTE: for universities only)</i>	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by company for the current month.

4a

Adobe Reader Reports:	Name of Report	Description of Report
Previous Period Reports folder	Budget Code Detail Trial Balance - Previous Period	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by budget code and fund for the previous month.
	Budget Code Summary Trial Balance - Previous Period	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by budget code for the previous month.
	GASB Trial Balance - Previous Period <i>(Note: for agencies only)</i>	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by GASB and fund for the previous month.
	GASB Summary Trial Balance - Previous Period <i>(Note: for agencies only)</i>	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by GASB for the previous month.
	Company Detail Trial Balance - Previous Period <i>(Note: for universities only)</i>	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by company and fund for the previous month.
	Company Trial Balance - Previous Period <i>(Note: for universities only)</i>	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by company for the previous month.

4b.

Adobe Reader Reports:	Name of Report	Description of Report
Previous Period 2 Reports folder <i>(NOTE: for universities only)</i>	Budget Code Detail Trial Balance - Previous Period 2	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by budget code and fund for two months previous.
	Budget Code Summary Trial Balance - Previous Period 2	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by budget code for two months previous.
	Company Detail Trial Balance - Previous Period 2	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by company and fund for two months previous.
	Company Trial Balance - Previous Period 2	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by company for two months previous.

4c.

Adobe Reader Reports:	Name of Report	Description of Report
June 29th Period Reports	Budget Code Detail Trial Balance - June 29	Displays prior month (May) ending balance, month to date net, and current month (June) ending balances for all accounts by budget code and fund for June 29th.
	Budget Code Summary Trial Balance - June 29th	Displays prior month (May) ending balance, month to date net, and current month (June) ending balances for all accounts by budget code for June 29th.
	GASB Trial Balance - June 29th <i>(Note: for agencies only)</i>	Displays prior month (May) ending balance, month to date net, and current month (June) ending balances for all accounts by GASB and fund for
	GASB Summary Trial Balance - June 29th <i>(Note: for agencies only)</i>	Displays prior month (May) ending balance, month to date net, and current month (June) ending balances for all accounts by GASB for June 29th.
	Company Detail Trial Balance - June 29th <i>(Note: for universities only)</i>	Displays prior month (May) ending balance, month to date net, and current month (June) ending balances for all accounts by company and fund for June 29th.
	Company Trial Balance - June 29th <i>(Note: for universities only)</i>	Displays prior month (May) ending balance, month to date net, and current month (June) ending balances for all accounts by company for June 29th.

4d.

Adobe Reader Reports:	Name of Report	Description of Report
June 30th Period Reports	Budget Code Detail Trial Balance - June 30th	Displays June 29th ending balance, 13th period net, and June 30th ending balances for all accounts by budget code and fund for June 30th.
	Budget Code Summary Trial Balance - June 30th	Displays June 29th ending balance, 13th period net, and June 30th ending balances for all accounts by budget code for June 30th.
	GASB Trial Balance - June 30th <i>(Note: for agencies only)</i>	Displays June 29th ending balance, June 30th net, and June 30th ending balances for all accounts by GASB and fund for June 30th.
	GASB Summary Trial Balance - June 30th <i>(Note: for agencies only)</i>	Displays June 29th ending balance, 13th period net, and June 30th ending balances for all accounts by GASB for June 30th.

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QRG 5: NCAS DSS Report Access Chart

STATIC REPORTS

Web Access (Static Reports)

In order to access static reports, you must log into the DSS website and go through the web.

BD 725 Reports (see QRG 3):

- BD725 Current Monthly Report on Capital Improvement Funds
- BD725 Current Negative Allotment Balances
- BD725 June 29 Monthly Report on Capital Improvement Funds
- BD725 Previous Monthly Report on Capital Improvement Funds
- BD725 Previous Period 2 Monthly Report on Capital Improvement Funds (Universities only)

CAFR 11a Reports

Master Table Definitions Reports

Trial Balance Reports (see QRG 4):

- Current Period Reports
- June 29th Period Reports
- June 30th Period Reports
- Previous Period 2 Reports
- Previous Period Reports

To access Static Reports:

1. Open web browser, either Internet Explorer or Firefox.
2. Enter address <https://ncasdss.ncosc.net>
3. Click on the link **Login to NCAS DSS**.
4. Login with your current NCID and password.
5. From the GDAC Portal home page, click on the NCAS DSS tab.
6. You will be placed in the Reports area (Location: WebDAV)
7. From the Reports area, access your agency's static reports (BD725, CAFR 11a, or Trial Balances) by clicking on the Agencies or 01x_General_Asembly folder.
8. Select your agency.
9. Select the desired folder — BD725, CAFR 11a, or TrialBal.
10. If you choose the **BD725 reports folder** or the **TrialBalreports folder**, open the desired report by clicking on the title. You will have the option to view these reports in PDF format or Excel format. Select the desired version of the report you wish to view. Depending on your Adobe Reader configuration, a PDF report will either open in the current web browser window or it will open in a separate Adobe window. An Excel report will open in an Excel window.
11. If you chose the **CAFR 11a reports folder**, open the CAFR 11a report by clicking on the title. The report will open in PDF format. Depending on your Adobe Reader configuration, the report will either open in the current web browser window or it will open in a separate Adobe window.
12. To open the **Master Table Definitions report**, click on the Master_Table folder from the Reports area (WebDAV location). The report will open in Excel format in an Excel window.

MULTI-DIMENSIONAL REPORTS (MDC's)

PowerPlay Client (Multi-Dimensional Cube Reports)

In order to access MDC reports, you must open Cognos PowerPlay 10 installed on your machine.

Financial Analysis (see QRG 2):

CAFR Reports	COMP Reports	EAGLE:
11G	11G	EAGLE CAFR 11F
52G	52G	EAGLE CAFR 11P
11P	11P	EAGLE CAFR 52G
53P	53P	EAGLE CAFR 53P
11F	11F	EAGLE CAFR 54F
54F	54F	
12G	12G	
17G		Custom Reports
17P		
17S		
50G part 1		
50G part 2		

Management Analysis (see QRG 1):

BD701 Budget Code Recap
BD701 Budget Code Recap (univ)
BD701 Summary by Account
BD701 Summary by Account (univ)
BD701 Summary by Purpose
BD701 Summary by Purpose (univ)
Management Report
MM-Open Documents by Account
MM-Open Documents by Requested Vendor
Negative Unexpended Authorized Budget

To access Multi-Dimensional Cube (MDC) Reports:

1. Go to Start, All Programs, IBM Cognos 10, IBM Cognos PowerPlay.
2. From the Welcome screen, click on the button next to "Open an existing report".
3. From the "Select a Report" window, click on the button next to "Remote".
4. You will be prompted to log on. Use your current DSS ID and password.
5. You will be placed in the Public Folders area.
6. From the Public Folders area, access MDC reports by clicking on one of the following folders, EAGLE, Financial Analysis, or Management Analysis.
7. Select the radio button next to the desired report and click OK.
8. Depending on the report and your user permissions, either the report will open or you will be prompted to "Select a DataSource Connection". If you are prompted, select an agency from the drop down box, click OK and the report will open.

NCAS History: follows the same premise as above depending on the type of history report you want to view, static or mdc.

QRG 6: Center Structure (COA) by Agency

Agency Name	Company Number	# Bytes	Fund	# Bytes	Description	# Bytes	Description	# Bytes	Description	# Bytes	Description
Administration	13**,04**	4	Budgetary Purpose Division	4	RCC--Project, Source, Tracking	2	Subprojects, Energy Grants				
Admin Hearings	67**	4	Division								
Agriculture	10**,1A**	4	Division	4	RCC--defines any cost collector needed	4	Grant I.D.				
AOC	02**,71**,72**	4		4	RCC--group of staff Historical Center	4	Digits 1-2 brings forward the middle 2 digits of the second set of 4 digits, with the last 2 digits representing county or district				
Board of Elections	60**	4	Budgetary Purpose Division	4	Cost Center--Grant year						
Commerce	43**	4		4	RCC--Divisions within Commerce Programs	2	Program (Project) Ex: prospect expense (i.e.. Clients), mission trips (i.e.. China)				
Community Colleges	50**	4	Division	4	RCC--more detailed breakdown of Divisions	2	FRC--Special activities or grants (optional) (1st 2 digits)				
Crime Control	47**	4		3	Organization (RCC)	2	Grant Identifier	3	Program (Project)		
					Organization breakout within the division like branch or unit		Funding Source--Federal		Grant Type		
Cultural Resources	46**	4	Division	3		1		2			
DENR	16**	4	Division & Portion of Divisions	4	RCC--Additional Breakdown	4	Program--Year or further breakdown of RCC portions				

DHHS	20**,29**,2A**,30**-39**,3A**-3D**	4		4	RCC--Cost collector for organizational units (RCC codes are unique across DHHS except at hospitals)	2	FRC (1st 2)--Funding Source Code Examples: 99 = Cost pool, 00 = State, 10 = County, 04 = misc. receipts, and remaining are grant related to funding or new	2	Program--County or Districts (where money is sent to)		
(All Divisions/Institutions)		4		4	Division or placeholder in another division control	4	RCC--Prison or a probation or parole officer				
DOC	42**	4	Grant I.D.	1		4	Organizational Unit--Division Level Ex: Financial Services Division (depending on the budget code, they may only use 9 digits)				
DPI	08**	4	Areas Ex: Financial and Business Services, Education management	5	Funding Source Ex: State Funds and Federal Funds	3					
General Assembly	01**	4		2	Organization--groups employees (Members, Elected Officials, Staff, Interns, etc.)	4	Program--defines divisions and committees				
Governor's Office	03**	4		3	RCC--divisions for office location (Ex: Western & Washington Offices)						
Housing Fin Auth	0A**	4	Program	3	Organization						
Insurance	12**	4	Division	4	Organization (RCC)--Individual Depts. Ex: Administration, Controllers Office, Legal	2	To separate within a Division Ex: Grant Detail = 1500155105				
ITS	41**	4	Purpose	5	RCC--Billing Cost Tracking						
Justice	09**	4		4	RCC						
Labor	11**	4	Division/Program	4	RCC--Administration, east/west, special projects, location, groups of people, or program	2	Grant Identifier (FRC)				
Major Medical	6A**	4	Don't Know								

QRG 6: Center Structure (COA) by Agency (continued)

Agency Name	Company Number	# Bytes	Fund	# Bytes	Description	# Bytes	Description	# Bytes	Description	# Bytes	Description
NC Lottery	61**	4	Division	4	Region	1	Game Type	3	Game		
NCSSM	87**	4	Budget Fund-- organizational units within school	4	RCC--Department within the school						
Office of Juvenile Justice	18	4	Division, Juvenile Detention Centers, and Development Centers	4	RCC--function within Division Location--Juvenile Detention Centers and Development	4	FRC--sometimes matching expenditures for grants if needed				
OSA	06**	4		4	RCC--location	4	FRC--internal designation to control money (ex: contract number)				
OSC	14**	4		4	RCC--Divisions within OSC Ex: SAD, FSD, etc.						
Revenue	45**	4	Organizational Unit Ex: collision type is used as a cost center to assign a cost to a specific program	4	RCC--more detailed organizational breakout						
Secretary of State	05**	4	Division	4	RCC--more detailed organizational breakout						
Treasurer	07**	4		3 & 4	4 digits--Stock Room, IT Projects, divisions within retirement, health & wellness grant initiatives 3 digits--SWAPS (dept instrument)						
Universities	U**	4		2	Campus Code	6	FRS Account				
Wildlife					Program Ex: game land, boating access		Location Ex: Building, boating access, fishing access				
(as of 7/12/2005)	17**	4		4		4					














































QRG 7: Comparison of Explorer and Reporter Modes



































DSS Modes	Applications	Functions
Explorer	Quick Analysis Simple Data Presentations	Drill Down Drill Up Delete Measures Isolate Data Format Nest (like and unlike) Highlight Exceptions
Reporter	Detailed Reports Summary and Detail Presentations	Drill Down Drill Up Delete Any Dimension Move Calculations Add Categories Format Nest (unlike) Subsets (701 reports) Sort/Rank Highlight Exceptions

NOTE: Most of the OSC standard reports delivered in DSS are in Reporter mode.

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QRG 8: IBM Cognos PowerPlay Toolbar Buttons

	3-D bar		Multiline
	About		New
	Add as column		Next level children of
	Add as layers		Normal view
	Add as rows		Open
	Add blanks		Page layout view
	Automatic exceptions		Page width view
	Average of		Paste
	Bold		Pie (depth)
	Bring to front		Pie
	Calculated categories		Print preview
	Clustered bar (depth)		Print
	Clustered bar		Rank
	Copy		Redo
	Correlation (depth)		Replace columns
	Correlation		Replace layers
	Create advanced subset definition		Replace rows
	Create Find-in-cube subset definition		Reset dimensions
	Create nesting levels		Right
	Create parentage subset definition		Save
	Crosstab		Scatter
	Currency conversion		Send to back
	Currency		Separator
	Cut		Share of

	Dimension Viewer		Short-long names
	Display options		Simple bar (depth)
	Drill through		Simple bar (horizontal with depth)
	Each		Simple bar (horizontal)
	Explorer < -- > Reporter		Simple bar
	Filter		Single line
	Format measure		Sort
	Help		Stacked bar (depth)
	Indented 1 crosstab		Stacked bar
	Indented 2 crosstab		Standard crosstab
	Intersect		Sum of
	Italic		Suppress zero columns
	Launch impromptu		Suppress zero rows
	Launch		Suppress zeros
	Layer target		Swap rows and columns
	Left		Titles
	Lowest level children of		Undo

QRG 9: Improving DSS Performance

Running DSS requires significant PC processing power and random access memory (RAM). The minimum PC requirements are 2 GB of RAM and 2.5 GB of disk space.

If you experience unusual symptoms while working with the DSS, such as not being able to save a report, or having a PC “crash,” you may need to try some or all of the steps listed below to run DSS more efficiently.

Work “defensively”

If you do crash or experience other memory-related problems, you will need to re-boot your PC and you will lose any unsaved work. So, before you experience problems, get in the habit of working “defensively.” As with “defensive driving” in your car, work so that the damage is minimal when bad things happen. Save your work every few minutes, or after making significant changes to a report that you do not want to re-create.

Keep reports “lean”

Limit the number of dimension categories in a Reporter Mode report by deleting unnecessary rows, columns, and layers. As a general rule, keep your reports as “lean” as possible, with only the categories you really need.

Reboot

Even if you haven't crashed, rebooting can free up system resources. One symptom of low memory – and an approaching PC crash – is that some menu selections, such as “File / Save As,” stop working.

Do not run other applications while using Cognos PowerPlay

Even when minimized, other applications such as Excel, Word, or a mainframe terminal session, use system resources. Open other applications only when needed.

Be sure that you have plenty of room on your C: drive

Windows is often configured to use space on C: drive to manage your PC's memory operations. If your C: drive is getting full, Windows cannot manage memory well. If data files on C: are no longer needed, delete them. If the files are still needed, move them to a LAN drive or to a backup medium such as tape or CD.

Empty your Windows Recycle Bin regularly

Reduce the number of Undo levels

From the File menu, select Preferences / Options, then set “Maximum number of Undo actions” to 5. (The default is 20.)

Turn off Zero Suppression while working in Cognos PowerPlay

If you need to use Zero Suppression for a printed report, turn it on just before printing, then turn it off again after printing.

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QRG 10: Resolving DSS Problems

Frequently Asked Questions	
Do I need to install any software on my computer?	Yes, you will need IBM Cognos PowerPlay 10 installed on your PC in order to view some reports. Other reports can be viewed with Adobe Reader or Excel.
Do I need to get a new DSS ID and password for the Cognos 10 upgrade?	No, your current DSS ID and password will work.
I have custom MDC reports saved in PowerPlay 7. Can I convert them to PowerPlay 10?	Yes, reference the NCAS DSS Quick Start Guide from the main DSS web site (https://ncasdss.ncosc.net) for complete instructions.
How do I change my password?	Passwords expire every 90 days and you will be prompted on login to change it. There is no option to change your password before those 90 days are up. You will need to call OSC Support Services Center at 919-707-0795 to request a password reset. Be sure to state your DSS ID. If the DSS analyst can't contact you in person, they will be able to leave a message with the new password. Once you login with the new password, you will be prompted to change it.
What if I forget my password?	Call the OSC Support Services Center at 919-707-0795 to open a ticket. Be sure to state your DSS ID. If the DSS analyst can't contact you in person, they will be able to leave a message with the new password. Once you login with the new password, you will be prompted to change it.
What if I forget my DSS ID?	Check with your CFO to see which ID has been assigned to you. DSS IDs have the agency abbreviation, followed by WEB and a number, i.e. OSCWEB02.
Troubleshooting	
PowerPlay installation errors: error code 3, error code 9009, Runtime C++ error.	<ul style="list-style-type: none"> Uninstall PowerPlay by deleting the C:\program files\ibm\cognos folder, as the installation does not update the registry. Make sure the installation is being run from

	<p>the root level (i.e. C:\bippclient_win32_10.1.1_ml or N:\bippclient_win32_10.1.1_ml).</p> <ul style="list-style-type: none"> Run the silent installation again.
IBM Cognos PowerPlay message: "PDS-RM-0001 A timeout occurred while waiting for a response."	<ul style="list-style-type: none"> If you have opened reports successfully before, reboot your PC and try again. Ports 9500 & 9662 should be open on all firewalls between the agency and ITS for servers 204.211.167.136 and 204.211.167.140. PowerPlay configuration may not be correct. Call OSC Support Services at (919) 707-0795.
IBM Cognos PowerPlay message: "PowerPlay is unable to save the preferences to the .INI file. Ensure you have enough disk space or try reinstalling PowerPlay."	The user needs write access to the C:\Program Files\ibm folder.
When viewing Adobe reports: "Internet Explorer has modified this page to help prevent cross-site scripting. Click here for more information..."	In Internet Explorer, go to Tools, Internet Options, Security. Click on the Sites button and add *.state.nc.us if it is not already there. Click the Custom Level button, scroll near the bottom to the Scripting section, under Enable XSS Filter click the radio button for Disable.
I clicked on a report but it opened in Adobe Reader instead of Cognos PowerPlay.	Cube (MDC) Reports must be opened by opening Cognos PowerPlay first. Reference the NCAS DSS Quick Start Guide from the main DSS web site (https://ncasdss.ncosc.net) for complete instructions.
IBM Cognos PowerPlay message: "Failed to open document."	Clear the error message and try to open the report again.